

# RESIDENTIAL LEASE

RL

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

PARTIES	
<b>TENANT(S):</b> _____ _____ <b>TENANT'S MAILING ADDRESS:</b> _____ _____ _____	<b>LANDLORD(S):</b> <u>Charlotte Street Associates</u> <u>c/o Susquehanna Realty Management LLC</u> <b>LANDLORD'S MAILING ADDRESS:</b> <u>744 Columbia Avenue, Lancaster, PA 17603</u> _____ _____

PROPERTY	
Property Address _____	
in the municipality of <u>Lancaster City</u>	Unit _____ ZIP _____
in the School District of <u>Lancaster City</u> , in the Commonwealth of Pennsylvania.	

TENANT'S RELATIONSHIP WITH PA LICENSED BROKER	
<input checked="" type="checkbox"/> <b>No Business Relationship (Tenant is not represented by a broker)</b>	
Broker (Company) _____ Company License # _____ Company Address _____ Company Phone _____ Company Fax _____ Broker is: <input type="checkbox"/> Tenant Agent (Broker represents Tenant only) <input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)	Licensee(s) (Name) _____ State License # _____ Direct Phone(s) _____ Cell Phone(s) _____ Fax _____ Email _____ Licensee(s) is: <input type="checkbox"/> Tenant Agent (all company licensees represent Tenant) <input type="checkbox"/> Tenant Agent with Designated Agency (only licensee(s) named above represent Tenant) <input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)
<input type="checkbox"/> Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Tenant)	

LANDLORD'S RELATIONSHIP WITH PA LICENSED BROKER	
<input type="checkbox"/> <b>No Business Relationship (Landlord is not represented by a broker)</b>	
Broker (Company) <u>Susquehanna Realty Management LLC</u> Company License # <u>RB065881</u> Company Address <u>744 Columbia Avenue</u> <u>Lancaster, PA 17603</u> Company Phone <u>(717)393-8400</u> Company Fax <u>(717)393-8700</u> Broker is: <input checked="" type="checkbox"/> Landlord Agent (Broker represents Landlord only) <input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)	Licensee(s) (Name) <u>Angela White</u> State License # <u>RM419989</u> Direct Phone(s) <u>(717)393-8400x602</u> Cell Phone(s) _____ Fax <u>(717)393-8700</u> Email <u>angela@susqrealty.com</u> Licensee(s) is: <input checked="" type="checkbox"/> Landlord Agent (all company licensees represent Landlord) <input type="checkbox"/> Landlord Agent with Designated Agency (only licensee(s) named above represent Landlord) <input type="checkbox"/> Dual Agent (See Dual and/or Designated Agent box below)
<input type="checkbox"/> Transaction Licensee (Broker and Licensee(s) provide real estate services but do not represent Landlord)	

DUAL AND/OR DESIGNATED AGENCY	
A Broker is a Dual Agent when a Broker represents both Tenant and Landlord in the same transaction. A Licensee is a Dual Agent when a Licensee represents Tenant and Landlord in the same transaction. All of Broker's licensees are also Dual Agents UNLESS there are separate Designated Agents for Tenant and Landlord. If the same Licensee is designated for Tenant and Landlord, the Licensee is a Dual Agent.	
<b>By signing this Agreement, Tenant and Landlord each acknowledge having been previously informed of, and consented to, dual agency, if applicable.</b>	

Tenant initials: \_\_\_\_/\_\_\_\_/\_\_\_\_ RL Page 1 of 7 Landlord Initials: \_\_\_\_/\_\_\_\_/\_\_\_\_

THIS FORM SHOULD NOT BE USED FOR THE LEASE OF A MANUFACTURED HOME

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rev. 9/17; rel. 1/18

CH 22-23 Lease

1 **1. LEASE DATE AND RESPONSIBILITIES**

2 This Lease for the Property, dated \_\_\_\_\_, is between the Landlord and Tenant. Each Tenant is individu-  
3 ally responsible for all of the obligations of this Lease, including Rent, fees, damages and other costs.

4 **2. CO-SIGNERS**

5 Co-signers: See Parent Guarantee Form

6  
7 Each Co-signer is individually responsible for all obligations of this Lease, including Rent, late fees, damages and other costs. Co-  
8 signers do not have the right to occupy the Property as a tenant without the Landlord's prior written permission.

9 **3. PROPERTY CONTACT INFORMATION**

10 **Rental Payments** (see Paragraph 7(H) for additional information)

11 Payable to: Charlotte Street Associates

Phone: (717)393-8400

12 Address: 744 Columbia Avenue, Lancaster, PA 17603

13 **Maintenance Requests**

14 Contact: Susquehanna Realty Management LLC

Phone: (717)393-8400

15 Address: 744 Columbia Avenue, Lancaster, PA 17603

16 Email: info@susgrealty.com

Website: www.susgrealty.com

17 **Emergency Maintenance Contact**

18 Contact: Susquehanna Realty Management LLC

Phone: (717)393-8400x104

19 Email: \_\_\_\_\_

Website: \_\_\_\_\_

20 **4. STARTING AND ENDING DATES OF LEASE** (also called "Term")

21 (A) **Starting Date:** June 1, 2022, at 12 ☐ a.m. ☒ p.m.

22 (B) **Ending Date:** May 15, 2023, at 12 ☐ a.m. ☒ p.m.

23 (C) Tenant is required to vacate the Property on the Ending Date unless the parties have entered into a Renewal Term as described in  
24 Paragraph 5.

25 **5. RENEWAL TERM**

26 Unless checked below, this Lease will AUTOMATICALLY RENEW for a Renewal Term of \_\_\_\_\_ (month-to-month  
27 if not specified) at the Ending Date of this Lease or at the end of any Renewal Term unless proper notice is given. Proper notice re-  
28 quires Tenant or Landlord to give at least \_\_\_\_\_ days (30 if not specified) written notice before Ending Date or before the end of any  
29 Renewal Term. Any renewal will be according to the terms of this Lease or any written changes to it.

30 ☒ This Lease will TERMINATE on the Ending Date unless extended in writing.

31 **6. SECURITY DEPOSIT**

32 (A) The Security Deposit will be held in escrow by Landlord, unless otherwise stated here \_\_\_\_\_

33 at (financial institution): FNB Bank

34 Financial institution Address: 23 Rohrestown Road, Lancaster, PA 17603

35 (B) When Tenant moves from the Property, Tenant will return all keys and give Landlord written notice of Tenant's new mailing address  
36 where Landlord can return the Security Deposit. If Tenant fails to do this, Landlord will not have to provide the list of damages and  
37 the remaining security deposit to Tenant as stated in subparagraph (C), below and in the Pennsylvania Landlord and Tenant Act.

38 (C) Within 30 Days after Tenant moves from the Property, Landlord will give Tenant a written list of any damage to the Property for  
39 which the Landlord claims Tenant is responsible. Any remaining Security Deposit will be returned to Tenant within 30 days after  
40 Tenant moves from the Property. **TENANT IS ADVISED THAT FAILURE TO PROVIDE LANDLORD WITH A FOR-**  
41 **WARDING ADDRESS MAY CAUSE TENANT TO LOSE SOME RIGHTS.**

42 (D) Landlord may deduct repair costs and any unpaid Rent and Additional Rent from Tenant's Security Deposit. Tenant may be respon-  
43 sible for any unpaid expenses remaining after Landlord deducts costs from the security deposit.

44 **7. RENT**

45 (A) Rent is due in advance, without demand, on or before the 1st day of each month (Due Date).

46 (B) The amount of Total Rent due during the Term is: \$ \_\_\_\_\_

47 (C) The Rent due each month is: \$ \_\_\_\_\_

48 (D) If Rent is more than 5 days (5 if not specified) late (Grace Period), Tenant pays a Late Charge of: \$ 75.00

49 (E) All other payments due from Tenant to Landlord, including Late Charges or utility charges, are considered to be Additional Rent.  
50 Failure to pay this Additional Rent is a breach of the Lease in the same way as failing to pay the regular Rent.

51 (F) Tenant agrees that all payments will be applied against outstanding Additional Rent that is due before they will be applied against  
52 the current Rent due. When there is no outstanding Additional Rent, prepayment will be applied to the month's Rent that would be  
53 due next.

54 (G) Tenant will pay a fee of \$ 55.00 for any payment that is returned or declined by any financial institution  
55 for any reason. If payment is returned or declined, the Grace Period does not apply and the Late Charges will be calculated from  
56 the Due Date. Any Late Charges will continue to apply until a valid payment is received.

57 Tenant initials: \_\_\_\_\_ / \_\_\_\_\_

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Landlord Initials: \_\_\_\_\_ / \_\_\_\_\_

- (H) Landlord will accept the following methods of payment: (☐ Cash) (☒ Money Order) (☒ Personal Check)  
 (☒ Credit Cards) (☒ Cashier's Check) (☐ Other: \_\_\_\_\_)  
 Landlord can change the acceptable methods of payment if a method fails (check bounces, credit card is declined, etc.).  
 (I) The first \$ \_\_\_\_\_ of Rent due will be made payable to \_\_\_\_\_ (Broker  
 for Landlord, if not specified). The Security Deposit will be made payable to Landlord, or Landlord's representative.  
 (J) The Security Deposit may not be used to pay Rent during the Term or Renewal Term of this Lease.

#### 8. PAYMENT SCHEDULE

	Due Date	Paid	Due
(A) Security Deposit: _____	06/01/2022	\$ 950.00	\$ _____
(B) First month's Rent: <b>June 2022</b>	06/01/2022	\$ _____	\$ _____
(C) Other: _____	_____	\$ _____	\$ _____
(D) Other: _____	_____	\$ _____	\$ _____
(E) Other: _____	_____	\$ _____	\$ _____
<b>Total Rent and security deposit received to date:</b>		\$ 950.00	
<b>Total amount due</b>			\$ _____

#### 9. USE OF PROPERTY AND AUTHORIZED OCCUPANTS

- (A) Tenant will use the Property as a residence ONLY.  
 (B) Not more than 1 people will live at the Property. List all other occupants who are not listed as Tenants in this Lease:  
 Name \_\_\_\_\_ ☐ 18 or older Name \_\_\_\_\_ ☐ 18 or older  
 Name \_\_\_\_\_ ☐ 18 or older Name \_\_\_\_\_ ☐ 18 or older  
 Guide or support animals: Type \_\_\_\_\_ Breed \_\_\_\_\_ Name \_\_\_\_\_  
☐ Additional information is attached

#### 10. POSSESSION

- (A) Tenant may move in (take possession of the Property) on the Starting Date of this Lease.  
 (B) If Tenant cannot move in within 3 days (0 if not specified) after Starting Date because the previous tenant is still there or because of property damage which makes the Property unsafe, unsanitary, or unfit for human habitation, Tenant's exclusive rights are to:  
 1. Change the Starting Date of the Lease to the day when Property is available. Tenant will not owe or be charged Rent until the Property is available; OR  
 2. End the Lease and have all money already paid as Rent, Additional Rent or Security Deposit returned, with no further liability on the part of Landlord or Tenant.

#### 11. LANDLORD'S RIGHT TO ENTER

- (A) Tenant agrees that Landlord or Landlord's representatives may enter the Property at reasonable hours to inspect, repair, or show the Property. Tenant does not have to allow possible tenants or other licensees to enter unless they are with Landlord or Landlord's representative, or they have written permission from the Landlord.  
 (B) When possible, Landlord will give Tenant 24 hours (24 if not specified) notice of the date, time, and reason for the visit.  
 (C) In emergencies, Landlord may enter the Property without notice. If Tenant is not present, Landlord will notify Tenant who was there and why within 24 hours (24 if not specified) of the visit. Showing the property is not considered an emergency.  
 (D) Landlord may put up For Sale or For Rent signs, use lock boxes, and take pictures and video on, in, or near the Property.

#### 12. RULES AND REGULATIONS

- (A) ☒ Rules and Regulations for use of the Property and common areas are attached.  
☐ Homeowners Association or Condominium rules and regulations for the Property are attached.  
 (B) Any violation of the Rules and Regulations is a breach of this Lease.  
 (C) Landlord may create or modify the Rules and Regulations if the change benefits the Tenant, is intended to protect the condition or value of the Property, or improves the health, safety, or welfare of others. Landlord agrees to provide all changes to Tenant in writing.  
 (D) Tenant is responsible for Tenant's family and guests obeying the Rules and Regulations and all laws.  
 (E) If any fine is imposed on Landlord by the municipality or any other governing body because of the actions of Tenant, or Tenant's family or guests, Tenant will reimburse Landlord or pay the fine. Any unpaid fines will be considered Additional Rent.

#### 13. PETS

- Tenant will not keep or allow any pets on any part of the Property, unless checked below. Guide and support animals are not pets.  
☐ Tenant may keep pets with Landlord's written permission according to the terms of the attached Pet Addendum and/or Rules and Regulations.

#### 14. CONDITION OF PROPERTY AT MOVE IN

Tenant has inspected the Property and agrees to accept the Property "as-is," except for the following: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# 15. APPLIANCES INCLUDED

☒ Range/Oven    ☐ Cooktop    ☒ Refrigerator    ☒ Dishwasher    ☐ Washer    ☐ Dryer    ☐ Garbage Disposal  
☐ Microwave    ☐ Air Conditioning Units -Number: \_\_\_\_\_    ☐ Other \_\_\_\_\_

Landlord is responsible for repairs to appliances listed above unless otherwise stated here: \_\_\_\_\_

# 16. UTILITIES AND SERVICES

Landlord and Tenant agree to be responsible for the following utilities and services provided for the Property as marked below, including connection and payment of fees and charges. **If a service is not marked as being the responsibility of Landlord, it is the responsibility of Tenant to pay for that service.** Landlord is not responsible for loss of service if interrupted by circumstances beyond Landlord's control. Tenant will notify Landlord if Tenant receives any notices from utility companies of a pending termination of service.

Landlord	Tenant		Landlord	Tenant	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooking Gas/Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Air Conditioning
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Conditioning Maintenance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cable/Satellite Television	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Heat <u>Gas</u> (type)
<input type="checkbox"/>	<input type="checkbox"/>	Condominium/Homeowners Association Fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hot Water <u>Gas</u> (type)
<input type="checkbox"/>	<input type="checkbox"/>	Parking Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cold Water
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintenance of Common Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pest/Rodent Control
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trash Removal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bed Bugs Remediation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Recycling Removal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Snow/Ice Removal
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewage Fees _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Telephone Service
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lawn and Shrubbery Care
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heater Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>F&amp;M Internet Service</b>
<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Comments: \_\_\_\_\_

# 17. TENANT'S CARE OF PROPERTY

(A) Tenant will:

- Keep the Property clean and safe.
- Dispose of all trash, garbage and any other waste materials as required by Landlord and the law.
- Use care when using any of the electrical, plumbing, heating, ventilation or other facilities or appliances on the Property, including any elevators.
- Notify Landlord immediately of any repairs needed and of any potentially harmful health or environmental conditions.
- Obey all federal, state, and local laws that relate to the Property.
- Clean up after pets and guide and support animals on the Property, including common areas.

(B) Tenant will not:

- Keep any flammable, hazardous or explosive materials on the Property, with the exception of common household goods intended for lawful use.
- Destroy, damage or deface any part of the Property or common areas.
- Disturb the peace and quiet of other tenants or neighbors.
- Cancel or close utility accounts paid by Tenant during the term of the Lease, without the written permission of Landlord.
- Make changes to the Property, such as painting or remodeling, without the written permission of Landlord. Tenant agrees that any changes or improvements made will belong to Landlord.
- Perform any maintenance or repairs on the Property unless otherwise stated in the Rules and Regulations, if any.

(C) Tenant will have breached this Lease and will be responsible for damages if Tenant does not comply with any requirements listed in (A) or (B), above.

(D) **Tenant is responsible to pay the costs for repairing any damage that is the fault of Tenant, Tenant's family, guests, and/or guide and support animals.**

# 18. DETECTORS AND FIRE PROTECTION SYSTEMS

(A) Landlord has installed ( ☒ Smoke Detectors ) ( ☒ Carbon Monoxide Detectors ) ( ☒ fire extinguishers ) in the Property. Tenant will maintain and regularly test detectors to be sure they are in working order, and will replace detector batteries as needed.

(B) Tenant will immediately notify Landlord, maintenance or emergency contact (See Paragraph 3) of any broken or malfunctioning detectors.

(C) Failure to properly maintain detectors, replace detector batteries or notify Landlord, maintenance or emergency contact (See Paragraph 3) of any broke normal functioning detectors is a breach of this Lease.

(D) Landlord may provide additional fire protection systems for the benefit of Tenant. Responsibility for maintaining these systems is stated in the Rules and Regulations, if any.

(E) Tenant will pay for damage to the Property if Tenant fails to maintain or misuses detectors or other fire protection systems.

Tenant initials: \_\_\_\_\_ / \_\_\_\_\_

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Landlord Initials: \_\_\_\_\_ / \_\_\_\_\_

175 **19. DESTRUCTION OF PROPERTY**

- 176 (A) Tenant will notify Landlord, maintenance or emergency contact (See Paragraph 3) immediately if the Property is severely damaged  
177 or destroyed by fire or by any other cause. Tenant will immediately notify Landlord, maintenance or emergency contact (See Para-  
178 graph3) of any condition in the Property that could severely damage or destroy the Property.  
179 (B) If Tenant, their family or guests cause damage by fire or by other means, this Lease will remain in effect and Tenant will continue  
180 to pay rent, even if Tenant cannot occupy the Property.  
181 (C) If the Property is severely damaged or destroyed for any reason that is not the fault of Tenant:  
182 1. Tenant may continue to live on the livable part of the Property and pay a reduced rent as agreed to by Tenant and Landlord until  
183 the damage is repaired, OR  
184 2. If the law does not allow Tenant to live on the Property, this Lease is ended.

185 **20. INSURANCE AND RELEASE**

- 186 (A) Tenant understands that Landlord's insurance does not cover Tenant, Tenant's personal property, or Tenant's guests. Tenant is advised to  
187 obtain personal property and liability insurance to protect Tenant, Tenant's personal property, and Tenant's guests who may be injured  
188 while on the Property.  
189 ☒ **IF CHECKED**, Tenant must have insurance policies providing at least \$ 5,000.00 personal property insurance  
190 and \$ 300,000.00 liability insurance to protect Tenant, Tenant's personal property and Tenant's guests who may  
191 be injured while on the Property. Tenant must maintain this insurance through the entire Term and any Renewal Term. Tenant  
192 will provide proof of insurance upon request. Tenant will notify Landlord within 10 days of changes to or cancellation of these  
193 policies.  
194 (B) Landlord is not legally responsible for any injury or damage to Tenant, Tenant's family, or Tenant's guests that occurs on the Property.  
195 (C) Tenant is responsible for any loss to Landlord caused by Tenant, Tenant's family or Tenant's guests, including reasonable attorney's  
196 fees associated with that loss, if awarded by a court.

197 **21. HOLDOVER TENANTS**

198 If Tenant occupies the Property after the Ending Date or end of any Renewal Term, Tenant will be considered a holdover tenant and will  
199 be causing Landlord financial harm ("damages"). These damages will be equal to the monthly Rent plus 10 %, prorated on a daily  
200 basis, plus any additional financial costs, including but not limited to eviction costs and reasonable attorney's fees that may be awarded  
201 by a court, incurred as a result of the tenant holding over. These damages are separate from and in addition to Landlord's right to seek  
202 reimbursement for any physical destruction to the Property caused by Tenant, Tenant's family, or Tenant's guests.

203 **22. TENANT ENDING LEASE EARLY**

204 Tenant may **not** end this Lease before the Ending Date of the Lease or any Renewal Term unless otherwise agreed to by the parties in  
205 writing.

206 **23. ABANDONMENT OF PERSONAL PROPERTY**

- 207 (A) When the Term, or any Renewal Term, ends, Tenant must remove all of Tenant's personal property from the Property. Any of Tenant's  
208 remaining personal property may be considered abandoned if any of the following apply:  
209 1. Tenant has vacated the Property after termination of the Lease;  
210 2. An eviction order or order for possession has been entered in favor of Landlord, and Tenant has vacated the Property and removed  
211 almost all of Tenant's personal property;  
212 3. An eviction order or order for possession has been entered in favor of Landlord;  
213 4. Tenant has vacated the Property, removed almost all of Tenant's personal property and provided Landlord with written notice of  
214 a forwarding address; OR  
215 5. Tenant has vacated the Property without showing an intent to return, Rent is more than 15 days past due and Landlord has posted  
216 notice regarding Tenant's rights to Tenant's personal property.  
217 (B) Before Landlord may remove or dispose of Tenant's personal property, Landlord must provide written notice to Tenant. Tenant will  
218 have ten days from the date the notice was post marked to:  
219 1. Retrieve Tenant's personal property, OR  
220 2. Request that Tenant's personal property be stored for up to 30 days. If Tenant requests that Tenant's personal property be stored  
221 by Landlord, Tenant understands and agrees that storage will be provided at a location chosen by Landlord, and that Tenant will  
222 be responsible for storage costs.  
223 (C) If Tenant dies and leaves personal property in the Property, then this paragraph does not apply. See Paragraph 28, below.

224 **24. LANDLORD REMEDIES IF TENANT BREACHES LEASE**

- 225 (A) If Tenant breaches Lease for any reason, Landlord's remedies may include any or all of the following:  
226 1. Taking possession of the Property by going to court to evict Tenant.  
227 2. Filing a lawsuit against Tenant for Rent, damages and Additional Rent, and for Rent and Additional Rent for the rest of the Term  
228 or any Renewal Period. If Landlord wins (gets a money judgment against Tenant), Landlord may use the court process to garnish  
229 Tenant's wages and take Tenant's personal assets, such as goods, furniture, motor vehicles and money in bank accounts.  
230 3. Keeping Tenant's Security Deposit to be applied against unpaid Rent or damages, or both.  
231 4. Tenant paying for Landlord's reasonable attorney's fees and costs, if awarded by a court.  
232 (B) **IF TENANT BREACHES THIS LEASE FOR ANY REASON, TENANT UNDERSTANDS AND AGREES THAT TENANT**

233 Tenant initials: \_\_\_\_ / \_\_\_\_

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Landlord Initials: \_\_\_\_ / \_\_\_\_

HAS WAIVED OR GIVEN UP TENANT'S RIGHT TO A NOTICE TO MOVE OUT UNLESS A DIFFERENT PERIOD FOR PROVIDING NOTICE IS REQUIRED BY LOCAL ORDINANCE OR IS STATED HERE: \_\_\_\_\_

**25. TRANSFER AND SUBLEASING**

- (A) Landlord may transfer this Lease to another landlord. Tenant agrees that this Lease and any written changes to it remains the same with the new Landlord.
- (B) Tenant may not transfer this Lease or sublease (rent to another person) the Property or any part of the Property without Landlord's written permission.

**26. SALE OF PROPERTY**

- (A) If Property is sold, Landlord will give Tenant in writing:
1. Notice that the Security Deposit and/or prepaid Rent has been transferred to the new landlord.
  2. The name, address and phone number of the new landlord and where Rent is to be paid, if known.
- (B) Tenant agrees that Landlord may transfer Tenant's Security Deposit and advanced Rent to the new landlord.
- (C) Landlord's responsibilities to Tenant under this Lease end after the Property has been sold and the Lease transferred to a new landlord.

**27. IF GOVERNMENT TAKES PROPERTY**

- (A) The government or other public authority can take private property for public use. The taking is called condemnation.
- (B) If any part of the Property is taken by the government, Landlord will reduce Tenant's Rent proportionately. If all the Property is taken or is no longer usable, this Lease will end, Tenant will move out and Landlord will return to Tenant any unused Security Deposit or prepaid Rent.
- (C) No money paid to Landlord for the condemnation of the Property will belong to Tenant.

**28. DEATH OF TENANT DURING LEASE TERM**

- (A) If Tenant dies during the Term, or any Renewal Term, of this Lease and Tenant's personal property remains in the Property, the personal property will not be considered abandoned as defined in the Landlord and Tenant Act. When a tenant dies and leaves behind personal property, the treatment of that personal property is governed by Title 20 of the Pennsylvania Consolidated Statutes relating to decedents, estates and fiduciaries.
- (B) If Tenant dies during the Term, or any Renewal Term, of this Lease and Tenant is the sole tenant of the Property, Tenant's representative may terminate this Lease upon 14 days written notice to Landlord. When Tenant's representative terminates this Lease pursuant to this Paragraph, the date of termination will be the last day of the second calendar month that follows the calendar month in which Tenant died or upon surrender of the rental unit and removal of all of Tenant's personal property, whichever occurs later.
- (C) Tenant's estate will be required to pay Rent, Additional Rent and any other sums due to Landlord, including expenses that Landlord may incur as a direct result of Tenant's death. Tenant's estate is not required to pay any penalty, and is not liable for any damages, to landlord for breach of contractor early termination of the Lease.

**29. TENANTS' RIGHTS**

- (A) Landlord cannot increase rents, decrease services, or threaten to go to court to evict Tenant because Tenant: (1) complains to a government agency or to Landlord about a building or housing code violation; (2) organizes or joins a tenant's organization; or (3) uses Tenant's legal rights in a lawful manner.
- (B) Landlord or property owner may have a mortgage on the Property. The rights of the mortgage lender come before the rights of the Tenant. For example, if Landlord fails to make mortgage payments, the mortgage lender could take the Property and end this Lease. Landlord will notify Tenant immediately if the property owner or Landlord receive a notice of foreclosure.

**TENANT MAY BE WAIVING OR GIVING UP TENANT'S RIGHTS. TENANT UNDERSTANDS THAT IF THERE IS A FORECLOSURE, THE NEW OWNER MAY HAVE THE RIGHT TO END THIS LEASE.**

**30. LEAD-BASED PAINT HAZARD DISCLOSURES FOR PROPERTY BUILT BEFORE 1978**

- ☐ Property was built in or after 1978. No Lead-Based Paint Hazards Disclosure is required.
- ☒ Property was built before 1978. **Before signing this Lease, Tenant must receive a separate Lead-Based Paint Hazards Disclosure** disclosing the presence of lead-based paint and lead-based paint hazards on the Property, such as PAR form LPDR, and a federally approved pamphlet on lead poisoning prevention.

**31. PENNSYLVANIA PLAIN LANGUAGE CONSUMER CONTRACT ACT**

The Office of Attorney General has not pre-approved any special conditions or additional terms added by any parties. Any special conditions or additional terms must comply with the Pennsylvania Plain Language Consumer Contract Act.

**32. CAPTIONS**

The headings in this Lease are meant only to make it easier to find the paragraphs.

**33. ENTIRE AGREEMENT**

This Lease is the entire agreement between Landlord and Tenant. No spoken or written agreements made before signing this Lease are a part of this Lease unless they are included in this Lease in writing. No waivers or modifications of this Lease during the Term of this Lease are valid unless in writing signed by both Landlord and Tenant, including modifications made to the Rules and Regulations under Paragraph 12.

Tenant initials: \_\_\_\_\_ / \_\_\_\_\_

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Landlord Initials: \_\_\_\_\_ / \_\_\_\_\_

291 **34. SPECIAL CLAUSES**

292 **(A) The following are part of this Lease if checked:**

- 293 ☐ Change of Lease Terms Addendum (PAR Form CLT)
- 294 ☐ Pet Addendum (PAR Form PET)
- 295 ☒ Residential Lead-Based Paint Hazards Disclosure Form for rentals (PAR form LPDR)
- 296 ☒ **Additional Addendums** \_\_\_\_\_
- 297 ☐ \_\_\_\_\_

298 **(B) Additional Terms: Landlord and Tenant agree that in addition to Landlord's Right to enter in Paragraph 11 of this Lease,**

299 **Landlord, its contractors and its Agents, shall have the right to enter and access the Property to remove, replace and install new**

300 **windows in the Property during normal working hours over a period of days necessary to complete such work. It is anticipated**

301 **that the window removal and replacement shall take place during the summer break of 2022. Landlord's contractor shall be**

302 **required to clean up and return the premises to an acceptable condition upon completion of the window replacement work. Any**

303 **additional costs incurred by Landlord due to Tenant's lack of cooperation, shall be billed back to Tenant.**

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314 **NOTICE BEFORE SIGNING: If Tenant or Landlord has legal questions, Tenant or Landlord is advised to consult an attorney.**

315 **If a real estate licensee is involved in the transaction on behalf of either party, by signing below, Landlord and Tenant acknowl-**

316 **edge receipt of the Consumer Notice as adopted by the State Real Estate Commission at 49 Pa. Code §35.336 and/or §35.337.**

317 **By signing below, Landlord and Tenant acknowledge that they have read and understand the notices and explanatory information set**

318 **forth in this Lease.**

319 A property manager may be acting as an agent for Landlord and may execute this Lease on the Landlord's behalf.

320	TENANT _____	DATE _____
321	TENANT _____	DATE _____
322	TENANT _____	DATE _____
323	CO-SIGNER _____	DATE _____
324	CO-SIGNER _____	DATE _____
325	CO-SIGNER _____	DATE _____
326	LANDLORD _____	DATE _____
327	LANDLORD _____	DATE _____
328	EXECUTED ON BEHALF OF LANDLORD BY AUTHORIZED BROKER/ASSOCIATE BROKER	
329	_____	DATE _____

330 **LANDLORD TRANSFERS LEASE TO A NEW LANDLORD**

331 As part of payment received by Landlord, \_\_\_\_\_ (current Landlord) now transfers to

332 \_\_\_\_\_ (new landlord) his heirs and estate, this Lease and the right to receive the Rents and

333 other benefits.

334	CURRENT LANDLORD _____	DATE _____
335	CURRENT LANDLORD _____	DATE _____
336	NEW LANDLORD _____	DATE _____
337	NEW LANDLORD _____	DATE _____

# RESIDENTIAL LEAD-BASED PAINT HAZARDS DISCLOSURE FOR RENTALS

LPDR

This form recommended and approved for, but not restricted to use by, the members of the Pennsylvania Association of Realtors® (PAR).

**THIS FORM MUST BE COMPLETED FOR ANY PROPERTY BUILT PRIOR TO 1978**

**PROPERTY** \_\_\_\_\_

**LANDLORD** \_\_\_\_\_

## LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre- 1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

## LANDLORD'S DISCLOSURE - PRESENCE OF LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

\_\_\_\_ / \_\_\_\_ **Landlord has no knowledge** of the presence of lead-based paint and/or lead-based paint hazards in or about the housing.

\_\_\_\_ / \_\_\_\_ **Landlord has knowledge** of the presence of lead-based paint and/or lead-based paint hazards in or about the housing.

Explain: \_\_\_\_\_

## RECORDS AND REPORTS AVAILABLE TO TENANT

\_\_\_\_ / \_\_\_\_ **Landlord has no records or reports** pertaining to lead-based paint and/or lead-based paint hazards in the housing.

\_\_\_\_ / \_\_\_\_ **Landlord has provided** Tenant with all available records and reports regarding lead-based paint and/or lead-based paint hazards in the housing. (List documents): \_\_\_\_\_

**Landlord certifies that to the best of Landlord's knowledge the above statements are true and accurate.**

**LANDLORD** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LANDLORD** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LANDLORD** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TENANT** \_\_\_\_\_

**DATE OF LEASE** \_\_\_\_\_

## TENANT'S ACKNOWLEDGMENT

\_\_\_\_ / \_\_\_\_ Tenant has received the pamphlet *Protect Your Family from Lead in Your Home* and has read the Lead Warning Statement.

\_\_\_\_ / \_\_\_\_ Tenant has reviewed Landlord's disclosure of known lead-based paint and/or lead-based paint hazards and has received the records and reports regarding lead-based paint and/or lead-based paint hazards identified above, if any.

**Tenant certifies that to the best of Tenant's knowledge the statements contained in Tenant's Acknowledgement are true and accurate.**

**TENANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TENANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TENANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

## AGENT ACKNOWLEDGEMENT AND CERTIFICATION

\_\_\_\_ Agent/Licensee represents that Agent has informed Landlord of Landlord's obligations under the Residential Lead-Based-Paint Hazard Reduction Act, 42 U.S.C. §4852(d), and is aware of Agent's responsibility to ensure compliance.

The agents have reviewed the information in the Agent Acknowledgement and certify, to the best of their knowledge, that the information provided is true and accurate. **Landlord Agent and Tenant agent must both sign this form.**

**BROKER FOR LANDLORD (Company Name)** Susquehanna Realty Management LLC

**LICENSEE** Angela White **DATE** \_\_\_\_\_

**BROKER FOR TENANT (Company Name)** \_\_\_\_\_

**LICENSEE** \_\_\_\_\_ **DATE** \_\_\_\_\_



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rev. 9/17; rel. 1/18





# Protect Your Family From Lead in Your Home



United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

March 2021

# Are You Planning to Buy or Rent a Home Built Before 1978?

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Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

## Read this entire brochure to learn:

- # How lead gets into the body
- # How lead affects health
- # What you can do to protect your family
- # Where to go for more information

## Before renting or buying a pre-1978 home or apartment, federal law requires:

- #? Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- #? Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- #? Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

## If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- # Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



# Simple Steps to Protect Your Family from Lead Hazards

## If you think your home has lead-based paint:

- # Don't try to remove lead-based paint yourself.
- # Always keep painted surfaces in good condition to minimize deterioration.
- # Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](http://epa.gov/lead).
- # Talk to your landlord about fixing surfaces with peeling or chipping paint.
- # Regularly clean floors, window sills, and other surfaces.
- # Take precautions to avoid exposure to lead dust when remodeling.
- # When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- # Before buying, renting, or renovating your home, have it checked for lead-based paint.
- # Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- # Wash children's hands, bottles, pacifiers, and toys often.
- # Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- # Remove shoes or wipe soil off shoes before entering your house.

# Lead Gets into the Body in Many Ways

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## **Adults and children can get lead into their bodies if they:**

- # Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- # Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- # Eat paint chips or soil that contains lead.

## **Lead is especially dangerous to children under the age of 6.**

- # At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- # Children's growing bodies absorb more lead.
- # Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



## **Women of childbearing age should know that lead is dangerous to a developing fetus.**

- # Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

# Health Effects of Lead

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**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

## **In children, exposure to lead can cause:**

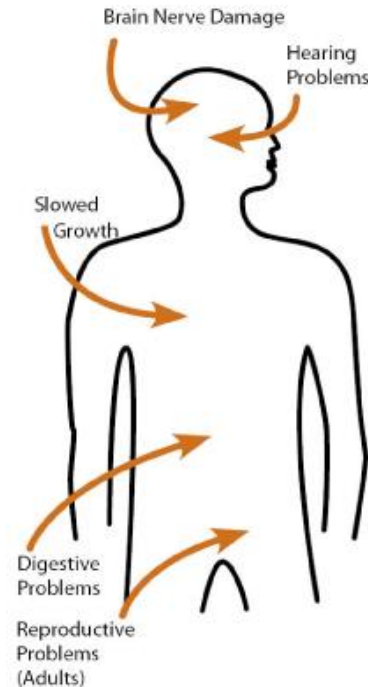
- #? Nervous system and kidney damage
- #? Learning disabilities, attention-deficit disorder, and decreased intelligence
- #? Speech, language, and behavior problems
- #? Poor muscle coordination
- #? Decreased muscle and bone growth
- #? Hearing damage

While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

## **In adults, exposure to lead can cause:**

- #? Harm to a developing fetus
- #? Increased chance of high blood pressure during pregnancy
- #? Fertility problems (in men and women)
- #? High blood pressure
- #? Digestive problems
- #? Nerve disorders
- #? Memory and concentration problems
- #? Muscle and joint pain



# Check Your Family for Lead

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**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- #? Children at ages 1 and 2
- #? Children or other family members who have been exposed to high levels of lead
- #? Children who should be tested under your state or local health screening plan

**Your doctor can explain what the test results mean and if more testing will be needed.**

# Where Lead-Based Paint Is Found

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In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

## Lead can be found:

- #? In homes and childcare facilities in the city, country, or suburbs,
- #? In private and public single-family homes and apartments,
- #? On surfaces inside and outside of the house, and
- #? In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

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<sup>1</sup> “Lead-based paint” is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm<sup>2</sup>), or more than 0.5% by weight.

<sup>2</sup> “Lead-containing paint” is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.



# Identifying Lead-Based Paint and Lead-Based Paint Hazards

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**Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint)** is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- #? On windows and window sills
- #? Doors and door frames
- #? Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- #? 10 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- #? 100  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- #? 400 parts per million (ppm) and higher in play areas of bare soil
- #? 1,200 ppm (average) and higher in bare soil in the remainder of the yard

**Remember, lead from paint chips-which you can see-and lead dust-which you may not be able to see-both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.



# Checking Your Home for Lead

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You can get your home tested for lead in several different ways:

- # A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - #? Portable x-ray fluorescence (XRF) machine
  - #? Lab tests of paint samples
- #? A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - #? Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - #? Sample dust near painted surfaces and sample bare soil in the yard
  - #? Get lab tests of paint, dust, and soil samples
  - #? A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## Checking Your Home for Lead, continued

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In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- #? Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- #? Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- #? Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

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<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

# What You Can Do Now to Protect Your Family

---

**If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:**

- #? If you rent, notify your landlord of peeling or chipping paint.
- #? Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- #? Carefully clean up paint chips immediately without creating dust.
- #? Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- #? Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- #? Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- #? Keep children from chewing window sills or other painted surfaces, or eating soil.
- #? When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- #? Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- #? Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

# Reducing Lead Hazards

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**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- #? In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- #? You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- #? To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- #? Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- #? To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

## Reducing Lead Hazards, continued

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**If your home has had lead abatement work done** or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- #? 10 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors
- #? 100  $\mu\text{g}/\text{ft}^2$  for interior windows sills
- #? 400  $\mu\text{g}/\text{ft}^2$  for window troughs

**Abatements are designed to permanently eliminate lead-based paint hazards.** However, lead dust can be reintroduced into an abated area.

- # Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- # Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner. Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), [epa.gov/lead](http://epa.gov/lead), or call 1-800-424-LEAD.

# Renovating, Repairing or Painting a Home with Lead-Based Paint

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If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- #? Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- #? Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- #? Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



**RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:**

- #? **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- #? **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - # Open-flame burning or torching
  - # Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - # Using a heat gun at temperatures greater than 1100°F
- #? **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- #? **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

## Other Sources of Lead

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### Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

### Important Steps You Can Take to Reduce Lead in Drinking Water

- #? Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- #? Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- #? Regularly clean your faucet's screen (also known as an aerator).
- #? If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.\*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](http://epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

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\* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## Other Sources of Lead, continued

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- # **Lead smelters** or other industries that release lead into the air.
- #? **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- #? **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- #? Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.<sup>4</sup>
- #? Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- #? Folk remedies, such as “**greta**” and “**azarcon**,” used to treat an upset stomach.

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<sup>4</sup> In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.



## For More Information

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### **The National Lead Information Center**

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call **1-800-424-LEAD (5323)**.

### **EPA's Safe Drinking Water Hotline**

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### **Consumer Product Safety Commission (CPSC) Hotline**

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### **State and Local Health and Environmental Agencies**

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at [epa.gov/lead](http://epa.gov/lead), or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

# U. S. Environmental Protection Agency (EPA)

## Regional Offices

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The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 906-6809

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (LL-17J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 353-3808

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
Lenexa, KS 66219  
(800) 223-0425

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10 (20-C04)  
Air and Toxics Enforcement Section  
1200 Sixth Avenue, Suite 155  
Seattle, WA 98101  
(206) 553-1200

# Consumer Product Safety Commission (CPSC)

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The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

## **CPSC**

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

## **U. S. Department of Housing and Urban Development (HUD)**

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HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

## **HUD**

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
[hud.gov/lead](http://hud.gov/lead)

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U. S. EPA Washington DC 20460  
U. S. CPSC Bethesda MD 20814  
U. S. HUD Washington DC 20410

EPA-747-K-12-001  
March 2021

# IMPORTANT!

## **Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly**

- # Children under 6 years old are most at risk for lead poisoning in your home.
- # Lead exposure can harm young children and babies even before they are born.
- # Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- # Even children who seem healthy may have dangerous levels of lead in their bodies.
- # Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- # People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- # People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

College Hill Apts.  
Rules & Regulations  
2021/2022

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## **Move-In Information**

1. We want you to be happy with your new apartment right from the start so when the first resident picks up their keys, he/she shall inspect the apartment and note any damages and/or problems within the apartment. A move-in inspection form will be provided when keys are picked up. This form **MUST** be returned to the management office within three (3) business days of the date the first resident picked up his/her keys. If this form is not returned within this timeframe, any damages found will be the resident's responsibility.
2. Neither the management company nor the property owner is responsible for any damages to your personal property. The management company's nor the property owner's insurance policies do not cover damage to your personal property by fire, water, theft or any other action within the apartment. **You are required to purchase a renter's insurance policy to cover your personal property.** It protects your personal property if anything happens and can pay for any damage or loss to the apartment property. Each resident is required to carry a minimum of \$300,000 of liability insurance and a minimum of \$5,000 personal property insurance coverage.
3. Deliveries of any personal belongings, furniture, furnishings, or freight are not permitted before the lease start date without prior notice to and approval from the Landlord.
4. No motor vehicles are permitted to cross the curbs, lawns, or sidewalks and must load and unload from the streets or parking area.
5. All packing cases, barrels, boxes, or any other containers used in moving must be removed by resident and disposed of properly.
6. Building entrance and apartment doors may not be propped open at any time.
7. Each Resident is responsible for any damage to the building and/or grounds during move-in. If any damages occur, charges for material and labor repairs will be billed to the responsible Resident.

## **Rent and Account Information**

1. Rent is due on the first (1<sup>st</sup>) day of each month. Regardless of the mailing date, rent must be received prior to 5:00 p.m. on the fifth day of the month to avoid paying a \$75.00 late fee. If your payment is received after 5:00 p.m. on the fifth of the month your account will be charged a late fee in accordance with your lease.
2. All payments of rent and other charges shall be made payable as follows:  
  
Charlotte Street Associates
3. All payments shall be dropped off in person or mailed to:

Susquehanna Realty Management LLC, 744 Columbia Avenue, Lancaster, PA 17603



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4. Personal check, cashier's check, or money orders are accepted forms of payment. Credit cards and electronic check payments may be made through management's website at [www.SusqRealty.com](http://www.SusqRealty.com). Contact the office directly for log in information. Cash is not accepted under any circumstances. Remember to clearly write your name and apartment number on your payment.
5. Payments returned by the bank, for any reason, will not be re-deposited. In addition to late charges, the resident will incur a N.S.F. charge of fifty-five (\$55.00) dollars. Re-payment of these funds must be made with a money order or cashier's check.
6. Landlord has the right to terminate the Lease if more than three (3) rental payments are made after the fifth (5<sup>th</sup>) of each month.

### **Keys and Locks**

1. Each leased resident will receive one entry key, one apartment key, one mailbox key and one bedroom key, if applicable, at the time of move-in. To pick up the keys, resident may come to the management office located at 744 Columbia Avenue Lancaster, PA 17603 by appointment, Monday - Friday. Identification will be needed to pick up their keys. It is suggested to call in advance to schedule a key pick-up appointment with one of our agents.
2. Resident and all persons occupying the leased premises shall not add, remove, alter, or change any locks without prior written consent of the Landlord.
3. Resident is responsible for any expense with regard to lost or stolen keys. Resident must make a request through the management office for replacement of keys and/or lock changes, if necessary, at resident's expense of \$15 per key.
4. Management will not respond to lock outs after business hours. Residents will need to contact a locksmith company directly for lock out services. All charges associated with a lock out are the resident's responsibility, during or after business hours. A lock out fee of \$150 will be charged to the resident's account per occurrence.
5. Resident is responsible for returning all keys to Management upon move out. If keys are not returned, resident will be charged for their replacement at \$15 per key.

### **Building Information**

1. It is understood that the Resident has been notified that the buildings were previously used as tobacco warehouses.

### **Maintenance Issues and Service Requests**

1. All orders for service of building or equipment must be made directly to the management office or through our online account access. At the time a request is made; please state your name, apartment number, and telephone number. At the time of request for work, please indicate if you wish to be present while the service person is in your apartment. If this is not indicated at the time of the call and access is

## ***College Hill Apartments***

denied to the service person when they try to complete the work order request, you will be billed for their time.

2. Any order for service not provided for in the lease will be met by the Landlord contingent upon availability of workmen and at a charge for the labor plus material costs. Payment for services ordered by resident shall be payable upon completion of the work ordered.
3. If you have a maintenance issue, do not call your own repairperson without giving the management company a reasonable amount of time to respond. If you do, you could be responsible for the charges.
4. Landlord, the Management Company, or service vendors may enter your apartment with a minimum of twenty-four (24) hour notice to be provided to the occupants, except in the case of an emergency.
5. Residents will be held liable for failure to notify management of a maintenance issue that they are aware of that result in unnecessary damage. An example of this would be that the resident is aware of a leak underneath a sink, but fails to report it to management. Management finds the leak a few months later and the cabinet where the leak occurred now needs to be replaced due to the amount of water damage that has occurred.

### **Maintenance Emergencies**

1. When trouble strikes, we'll assist you as quickly as we can. If you have an emergency during regular business hours, Monday - Friday, 9:00 a.m. - 5:00 p.m., please try to contact the management office at (717) 393-8400.
2. If the emergency occurs after hours or you are unable to reach anyone at the management office, please call (717) 393-8400 x104. The answering service will need your name, apartment number, telephone number, and the specific nature of your emergency call. They will then contact the on-call person who will then respond to your emergency. You must provide a number in which you can receive a call back, if the service tech is unable to reach you, they will be unable to respond to your call.
3. Maintenance emergencies include:
  - \* Refrigerator not working
  - \* Toilet not working in a one bathroom apartment ONLY
  - \* No heat when outside temperature is below 45 degrees
  - \* Apartment entrance door will not lock
  - \* Roof or plumbing leak or flood in the apartment
  - \* No water
  - \* A broken window
  - \* Sewer back up
4. If there is no electricity in your apartment, please contact PP&L at 1-800-342-5775 prior to calling the management office to verify that service is not out in your area.
5. If there is a constant smell of gas, please contact UGI at 1-800-276-2722 and report the smell to them,

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then contact the management office.

6. If there is a fire, medical or police emergency please call 911 prior to notifying the management office.
7. A lock out is not considered a maintenance emergency. In the event that you are locked out of your apartment after hours you will need to contact a locksmith at your expense. Management will not respond to after hour lock outs. To prevent a lock out we recommend that you provide a trusted friend or neighbor with a key.

## **Community Appearance**

1. Littering of the interior or exterior of the premises is prohibited. Residents and residents' guests and/or family members are to keep common areas free from trash and debris. This includes disposing of bottles, cans and cigarette butts in trash receptacles. They are not to be disposed of anywhere on the grounds.
2. Resident nor resident's guests, family members, or any person within the premises, shall place, deposit, or permit to be placed or deposited, any cleaning supplies or cleaning equipment in the common areas or outside the buildings.
3. Resident nor resident's guests, family members, or any person within the premises, shall sweep any dirt, refuse, or other matter from the leased premises into any entranceway.
4. Resident nor resident's guests, family members, or any person within the premises, shall place any sign, notice, legend or advertising on any part of the building of which the leased premises are a part of nor upon any door or windows thereof.
5. It is strictly prohibited to hang, drape or store anything on stairways, landings or other common areas. Management will dispose of items found in these areas, with a possible charge to the Resident for disposing of these items.
6. Resident nor resident's guests, family members, or any person within the premises, shall use any space in the building in which the leased premises are situated for storage except such part thereof as shall be specifically designated by Landlord for use by Resident for storage purposes.
7. Residents will be liable if they, their guests, and/or family members cause damage, mutilation or defecation to any part of the premises, which includes but is not limited to trees, shrubbery, common areas, and all areas of the leased premises.
8. Any damage to the exterior of any building will be billed back proportionately to all Residents of all buildings, as additional rent, and will be due with the next month's rental payment. Resident's responsibility for bill backs begins with the term of their lease; actual date of occupancy is irrelevant.
9. Any damage to the interior of any building will be billed back proportionately to all Residents of that building, as additional rent, and will be due with the next month's rental payment. Resident's responsibility for bill backs begins with the term of their lease; actual date of occupancy is irrelevant.

## **Fire Safety**

1. In the event of a fire, pull the fire station, evacuate the building, and call 911.
2. Fire pull stations will activate the fire alarms and the fire department will respond. If a fire pull station is pulled and there is not an emergency, the fire department will send a bill for their services. The fee for this charge, will be billed back to each apartment equally or to the appropriate party if management is made aware of who pulled the fire station.
3. Fire extinguishers are located in the common hallway of each floor and apartment sized fire extinguishers are located in each apartment under the kitchen sink. Residents are responsible to notify the management company if any extinguishers do not have the proper charge.
4. Discharging fire extinguishers at any other time than during a fire is strictly prohibited. All costs to recharge a fire extinguisher, due to it being discharged for a non-emergency, will be billed back to each apartment in the building equally or to the appropriate party if management is made aware of who caused the fire extinguisher to discharge.
5. At no time is furniture or any other items to be left in the hallways, on stairs, or in common areas. In case of an emergency, all exits are to be a free and clear passage.
6. From time to time Management may conduct fire drills to ensure that residents know how to properly vacate the building. During these drills all residents ARE REQUIRED to vacate their unit until the all clear signal is given. Residents should make their way to the College Hill parking lot located on the corner of Lancaster Avenue and West Frederick Street.
7. No lights, banners, signs etc. are permitted to be suspended from the sprinkler systems in common areas of the building or inside any of the apartments as this is a violation of Lancaster City's fire code.

## **Pest Control**

1. Preventative extermination services are provided on a monthly basis. The technician may need to gain access to your apartment during the service. You are not required to be in your apartment during this time.
2. Any pest issues outside of normal maintenance may be the resident's responsibility. For example: issues with fruit flies because food has been left out or issues with bed bugs because of illegal furniture being brought onto property.

## **Light Bulb Replacement**

1. When you move in, your apartment will be fully equipped with working light bulbs in all of the permanent fixtures. Residents are responsible for light bulbs within their apartment during their lease term and when vacating the premises.
2. We'll take care of common area and exterior light fixtures. When that need replacement, please give the

management company a call.

## **Apartment Alterations**

1. Maintaining a beautiful community in which you are proud to call home requires everyone's cooperation, and as a result, the community does not allow the erection of any outside aerials, wires, or equipment in connection with any audio, video, television, or computer equipment. Satellite dishes are not permitted without written permission from the owner, payment of a five hundred (\$500) dollar security deposit, and a signed waiver.
2. Resident and all persons occupying the leased premises, shall not make any alterations, additions, or improvements whatsoever without the prior written consent of the Landlord. Any alterations, additions, or improvements made shall become the property of the Owner unless stated in writing.
3. Resident may only use small tacks, nails or picture hooks to hang pictures, posters, etc. No mollies, anchors, screws or adhesives of any kind may be used to hang anything in the apartment. All tack, nail, or picture hook holes must be filled by the resident prior to vacating the unit. Contact paper is not to be used on any surface in the apartment.

## **Disturbances and Noises**

Noise can be a nuisance, and we ask all of our Residents to be considerate of their neighbors. Residents and all persons occupying the leased premises:

1. Shall not make or permit to be made any disturbing noises on or about the leased premises nor to do or permit anything to be done, which will interfere with rights, comforts, or convenience of other residents, or otherwise be deemed objectionable in the opinion of the Landlord.
2. Shall not play or permit to be played any musical instrument, or operate, or permit to be operated any audio equipment, CD players, radios, television sets, computers, etc. in the demised premises or elsewhere in the building or common areas in such a manner and during such hours as may disturb or annoy occupants of other apartments.
3. Shall not bring or keep on the premises of the building of which the leased premises are a part, any type of odorous or obnoxious substances.
4. Shall not violate any local regulation, ordinance of the City of Lancaster, any law of the Commonwealth of Pennsylvania or the United States.
5. Shall not destroy, injure, deface, or damage in any manner, the leased premises or any real or personal property of the Landlord.
6. Shall not obstruct the walls, passages, stairways, entrances, or any other places in the building of which the leased premises are a part in any way or manner whatsoever or obstruct the sidewalks in front of or leading to the building of which the leased premises are a part.
7. Shall not loiter within the premises.

## *College Hill Apartments*

8. It is the responsibility of the Resident to see that their visitors' actions are not objectionable to other residents and do not result in defacement or destruction of property. Any damages noted in the common areas of the buildings or outside the buildings will be assessed accordingly. Costs incurred to repair any such damages will be the responsibility of all residents dwelling in the building(s) unless management is made aware of the individual(s) responsible for said damages. An evaluation of the premises will be made, at the discretion of the management office, and the residents will be given a written notification of all damages and expenses incurred by all. Said charges are considered additional rent and will be due with the following month's rental payment.
9. Any charge for clean up beyond normal contracted services; will be the responsibility of all residents dwelling in the building(s) unless management is made aware of the individual(s) responsible for said clean up. An evaluation of the premises will be made, at the discretion of the management office, and the residents will be given a written notification of all expenses incurred by all. Said charges are considered additional rent and will be due with the following month's rental payment.
10. No parties are to occur outside the buildings or in common areas without the express written permission of the Landlord. Kegs of beer are not permitted on the premises. A seventy-five (\$75.00) dollar per keg fee will be charged for any kegs found on the premises.
11. If you experience noise or other disturbances, please do not hesitate to contact the management office or Public Safety at 717-291-3939 and we will attempt to assist and/or mediate the situation.

## **Weapons and Firearms**

1. Carrying, displaying or discharging fireworks, guns, bb guns, air guns, pellet guns, paint ball guns, slingshots, explosive devices, or any type of firearm or weapon is prohibited. **Violation of this policy by any Resident, occupant, or guest will result in the immediate termination of the lease contract.**

## **Trash**

1. We've made sure that trash dumpsters are conveniently located throughout the community. The trash is picked up from those dumpsters several times per week. Please make sure that bags are secured and tied before placing them in the trash dumpsters. If the dumpster nearest your apartment is full, please take your trash to another one – trash bags left on the ground are a genuine health hazard and can attract unwanted pests.
2. Trash cans located outside in the common areas are for general use only. Residents and all persons occupying the premises are not permitted to place individual trash bags beside, in, or near these trash cans. **A fee of twenty-five (\$35.00) dollars per bag will be charged if maintenance has to dispose of trash bags not placed in the proper trash receptacles.** This charge will be billed back proportionately to all Residents, as additional rent, and will be due with the next month's rental payment.
3. At no time is trash of any kind to be left in the hallways, stairwells, or lobby. **DO NOT** place trash in or near the heat pump units.
4. Individual trash containers are not permitted to be placed in the common areas or outside the buildings. No

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resident shall discard trash except in authorized containers.

5. Large items (furniture of any size and other miscellaneous items too large to bag) are not to be placed in or near the trash receptacles. If you wish to discard large items, please contact the management office to arrange pick-up. Any additional charge for removal of a large item will be the resident's responsibility.
6. Trash, furniture, appliances, and any other irregular trash left inside or outside the buildings, in or near the trash receptacle, shall be billed back proportionately to all Residents, as additional rent, unless management is made aware of the responsible party for discarding the trash/items.
7. Please make sure your trash goes straight from your apartment to the trash receptacles. When leaving for the holidays, weekends, etc. please remove all trash from your apartment. If an odor is noticed due to non-removal of trash from your apartment and management has to have maintenance remove the trash, there will be a charge for said removal, which will be the Resident's responsibility.
8. If you regularly have trouble finding an empty trash receptacle, please report the problem to the management office. Also, for your safety, once trash is placed in a trash receptacle, please don't attempt to remove it.

## **Windows**

1. The design of your community depends on a clean, uncluttered look to our windows. Blinds have been installed on all windows for your convenience. Please don't place foil, stickers, decals, posters, or inappropriate items in the window area. The blinds should not be removed for any reason.
2. Window boxes may not erected, maintained, or permitted to be erected on the exterior or interior sills of any windows in the leased premises or of the building in which the leased premises are a part. Additionally, no type of awning is permitted to be erected or installed.
3. The drying or airing of clothes or other articles outside the building, from the windows, or on the grounds, clotheslines, racks or other devices are prohibited, as is the dusting or shaking of any carpet, rug, bed clothing or other articles from the windows.
4. Expenses to replace screens, blinds and/or storm windows missing or broken, no matter what the reason, shall be the responsibility of the Resident. All screens, blinds and/or storm windows must be in place on the windows at all times or labor and materials will be charged to have maintenance install them.

## **Waterbeds**

1. Waterbeds are not permitted within any part of the leased premises.

## **Animals & Fish Tanks**

1. No reptiles, birds, or animals of any kind including dogs and/or cats are permitted without written consent from the Landlord. Harboring of any animal, may be cause for eviction.

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2. Additionally, fish tanks of any size are not permitted without written consent from the Landlord.

### **Barbecue Grills**

1. Barbecue grills of any kind are not permitted to be used, installed, or maintained, either inside the apartment, in common areas, or outside the buildings.
2. Any grills found on the premises will be confiscated. Residents may retrieve their grill by paying a \$75 storage fee and removing it from the property. **A second confiscation or violation of a grill on the premises, will result in termination of the Lease Agreement.**

### **Recreational Equipment**

1. Play or recreational equipment of any kind is not permitted to be used, installed, or maintained, either inside the apartment, in common areas, or outside the buildings. Recreational equipment includes basket ball nets, boats, etc.

### **Storage of Flammable Liquids**

1. The storage of gasoline, other combustible petroleum products, or explosives in an apartment or elsewhere on the property is strictly prohibited.

### **Mailbox Locations**

1. Mailboxes are located in the common area on the first floor of each building. Each apartment is assigned a mailbox and the management office will label each apartment's box. Resident nor resident's guests, family members, or any person is allowed to exhibit or cause to be exhibited the name of any Resident in any place, except that provided by the Landlord for such purposes.
2. To keep things neat and clean, please put any unwanted mail in a trash can, rather than leaving it around the mailbox area. Also, if you receive mail for a previous occupant, another Resident, or for someone unknown, please mark it as "delivered to wrong address" and deposit it back into an outgoing mail slot.

### **Laundry**

1. Laundry facilities are located on the first floor of Building 602. Said facilities free of charge and are for the use by leased residents only. Please do not overload or over-soap the washers and dryers.
2. Please remove laundry promptly and clean the lint filters after each use. Management is not responsible for articles of clothing left in the washers or dryers. Any abandoned laundry will be discarded. The management company, the property owner, nor any third party contractors will be responsible for the replacement of any items left in the laundry room or those determined abandoned and discarded.
3. Laundry room hours are 6:00 a.m. - 11:00 p.m.
4. If any damage or defacement occurs to the equipment and/or laundry room, any and all expenses associated



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with said damages or defamation will be assessed accordingly. Costs incurred to repair any such damages will be the responsibility of all residents dwelling in all the buildings unless management is made aware of the individual/s responsible for said damages. An evaluation of the premises will be made, at the discretion of the management office, and the residents will be given a written notification of all damages and expenses incurred by all. Said charges are considered additional rent and will be due with the following month's rental payment.

5. Residents are not permitted to place laundry in common areas or outside the buildings for collection.
6. Trash receptacles in the laundry room are for resident's use for laundry room trash only. Any and all dryer sheets and lint should be placed in the trash can(s) provided. Additional cleanup of the laundry room due to residents' misuse will be billed back to all residents of College Hill Apartments. Household garbage is not to be placed in the laundry room trash can(s).
7. Any misuse or destructive use of the laundry facilities in common areas is prohibited.

### **Furniture**

1. College Hill Apartments provides furnished units. Each unit contains the following pieces of furniture in the Common Area: Couch, Chair, Coffee Table, End Table, Entertainment Stand, Dining Table, and four Dining Chairs. Each bedroom contains the following pieces of furniture: Bed Frame, Mattress, Desk, and Desk Chair.
2. Residents are responsible for maintaining the furniture in good condition. All furniture must remain in the unit that it was placed in. Residents will be charged for any missing or damaged furniture at the end of the Lease term.
3. At no time may any upholstered furniture be brought into College Hill. Examples of upholstered furniture that is prohibited includes but is not limited to the following: sofa, love seat, recliner, futon, desk chairs and/or any upholstered seating/bedding. If outside furniture is brought onto the premises residents may be responsible for pest control, including any treatments associated with bed bugs. Please contact the office before bringing any outside furniture onto the property.

### **Appliances and Plumbing**

1. Resident and all persons occupying the premises shall not remove or rearrange any appliances, attachments, or equipment installed by Landlord within the apartment.

### **Dishwasher**

1. To prevent the drain from clogging, rinse dishes before loading. Load dishwasher-safe plastic and wooden items in the top rack.
2. Use only soap (Electra-sol, Cascade, etc.) made exclusively for dishwashers. Other soaps and detergents will spot and overflow by making too many suds and damage the motor beyond repair. Residents are liable for damage due to improper use of this equipment. Note: some of the new environmentally friendly soaps do not work as efficient as conventional types of soap and may result in your dishes not

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being completely cleaned.

3. Some dishwashers come equipped with a rinsing agent dispenser. It is located on the inside of the dishwasher door. One application usually lasts about three months.
4. Carefully load dishes to not interfere with the action of the rinsing arm. It's not a good idea to place fragile glassware in the dishwasher. The jet action may cause it to break.

### **Refrigerator**

1. Clean the interior and exterior of your refrigerator with a mild solution of baking soda and warm water. Please do not use abrasive cleansers, gritty soaps or heavy duty cleaning agents. They do more damage than good.

### **Range / Oven**

1. If your oven is not self-cleaning you can clean its interior with an off the shelf "spray on" or "wipe on" cleaning product. Please take precautions to follow the product directions carefully, though.
2. When oven spills occur on the exterior, let the oven cool and wipe with a damp cloth. Use a soft scrub product to clean the stovetop and oven exterior. Use warm soapy water to periodically clean rings, drip pans, pan supports and oven racks.

### **Flooring**

1. Resident shall cover seventy-five (75%) percent of the flooring with area rugs if the unit in which you live, has hardwood floors.

### **Toilets**

1. **No items except toilet paper may be flushed down the toilet.** Resident and all persons occupying the premises shall not dispose of any grease in the drains or toilets nor flush any sanitary napkin/tampon (even brands labeled "septic safe"), hand wipes, Kleenexes, condoms, etc. in the toilet. They could stop up sewer lines causing overflows and backups. Clogs or damages resulting from inappropriate items being flushed down the toilet will be billed back to the resident.
2. Calls for a clogged toilet due to too much toilet paper or improper items being flushed will be billed back to the resident. We recommend that residents keep a toilet plunger on hand in the event of an accidental clog. Any damages or clean up necessary due to a clog caused by excessive toilet paper will be billed back to the resident.

### **Air Conditioning and Heating**

1. To turn the AC on, slide the switch under the thermostat control to the "On" position. Set temperature, located on the top of the thermostat to the desired temperature and allow setting to remain unchanged for a few days. This allows time for the system to adjust. For heat, adjust temperature on the heat slide to the desired

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temperature. The fan should remain on the “Auto” (automatic) or to the “On” position. The “On” position allows the fans to run continuously. The “Auto” position will allow the fan to run only as needed.

2. Setting the AC below 68 degrees may cause the AC unit to seize up. If this occurs, damage to the AC unit will be billed back to the resident. If your unit is not cooling efficiently please notify management. The AC should not be turned on when outside temps fall below 50 degrees.
3. During the winter months apartment thermostats must be set at a minimum of 58 degrees, especially during times when the tenant is not residing in the apartment for extended periods of time (ex. holiday breaks) in order to avoid pipes freezing. Any damages incurred by pipe breaks due to resident’s negligence in maintaining the required temperature shall be the responsibility of the resident.
4. The HVAC systems are located in closets in individual units. The doors to these closets should be kept locked all times and nothing should be stored in these closets. Do not block vents, air return grills or filters.
5. New filters are installed prior to move and replaced periodically throughout the year.

### **Alternate Heating/Cooling Units**

1. The use of kerosene, gas, electric, ceramic, or any alternate type of heater is strictly prohibited. Use of said heaters violates the City of Lancaster fire codes.
2. No window units may be installed in any windows at any time for any reason.

### **Smoke Detectors**

1. Smoke detectors are installed in every apartment and inspected prior to move-in to ensure it’s working properly. Management will have maintenance check and change the batteries in all smoke alarms once per year.
2. Your alarm may be sensitive to smoke caused by cooking in the kitchen, but the solution is **not** to disable the smoke detector. Instead, just turn on the exhaust fan prior to cooking, which should take care of the problem without putting you at risk.
3. Smoke detectors that are chirping (an intermittent beep) most likely need to have their battery replaced. Please report this problem to management or replace the battery. Do not remove the smoke detector from the apartment. It is still operable during this time; it is just indicating a low battery.
4. Units that have smoke detectors removed or missing will be replaced at the resident’s expense.

### **Utility Services**

1. Unless otherwise specified in your lease, you are responsible for paying the gas, electric, telephone, and cable bills. Resident agrees that the electric and gas bills will be divided equally by the number of occupants in a unit and billed back by the Landlord. Tenant is responsible for making utility payments within 15 days from the date of the bill. Unpaid utility bills are considered past due rent and penalties

## *College Hill Apartments*

will be incurred accordingly.

2. Routers have been installed throughout College Hill to provide wireless internet access through F&M's service. An Ethernet jack is also installed in each room for access to F&M's service. If you experience any issues with internet access, please contact the F&M help desk first.
3. Telephone service may be obtained by contacting a phone carrier of your choice. There is a phone jack in the living room and one in each bedroom. **NO** additional phone jacks may be installed.
4. Cable service may be obtained by calling Comcast at (800) 266-2278. There is a cable jack in each bedroom and the living room. **NO** additional cable jacks may be installed.

## **Parking**

1. All parking is at vehicle owner's risk. Charlotte Street Associates and the Management Company are not responsible for any damages to any vehicle.
2. Additional parking is available for leased residents only in the parking lot located at the corner of Lancaster Avenue and Frederick Street. Parking in the parking lot is available on a first come, first served basis. Resident may not keep more than one vehicle in the parking lot. All vehicles in the lot must have a valid and current parking sticker.
3. Handicapped parking spaces are available. A handicapped decal or license plate must be displayed in order to park in these designated spaces. Vehicles without appropriate decals or licenses will be towed at vehicle owner's expense.
4. All leased residents must obtain a parking sticker for their vehicle. To obtain a parking sticker, resident must provide a copy of the vehicle's registration and their driver's license to the management company. The residents' vehicle must also be registered with Franklin and Marshall College. Only one sticker will be issued per leased resident. **There will be no exceptions to this rule; cars without a current parking sticker will be towed at the vehicle owner's expense.**
5. New parking stickers are issued yearly and can be obtained at the management office. All residents, staying past their first rental term, are responsible to ensure that their parking sticker is current prior to the start of their new lease term. All parking stickers are dated and color-coded. Any vehicle found to be parked in the parking lot without the current term's parking sticker, will be towed at the vehicle owner's expense.
6. Commercial vehicles, buses, boats, trailers, recreational vehicles, mini-bikes, dirt bikes, ATVs, go-carts or other non-licensed motor vehicles are prohibited from being parked in the parking lot or within the premises.
7. All vehicles parked in the parking lot must be in working condition and have a valid license plate, current registration tags, and inspection stickers. Any vehicle found to be parked in the parking lot without these items or in a non-working condition, will be towed at the vehicle owner's expense.
8. The repairing of vehicles beyond a minor adjustment to start the car or changing a flat tire is prohibited in the parking lot or within the property. Washing of vehicles in the parking lot or within the property is

## ***College Hill Apartments***

also not permitted.

9. Non-compliance with these rules and all unauthorized vehicles will be towed at the vehicle owner's expense.
10. Lost parking stickers will be replaced for a fee of \$35 per sticker. This fee is payable prior to a new sticker being issued.

### **Bicycles and Motorcycles**

1. Please store bicycles inside your apartment or at the bike racks provided on the exterior of the building. Do not store bicycles in common areas or at any other location on the outside of the buildings. Bicycles stored in any other location may be confiscated.
2. **Bikes confiscated by Management are subject to a \$75 storage fee. Locks may be cut on bikes placed in prohibited locations, College Hill Apartments nor Management will not be responsible for damage or lock replacement & storage fees.**
3. By order of the Fire Marshall, it is strictly prohibited to store motorcycles and any other motor driven vehicles inside your apartment or common areas.

### **Lease Terms and Renewal**

1. All leases terminate at the end of the term. If you choose to remain in your unit beyond your lease term, all residents must sign a new lease and pay any appropriate increase in the security deposit.
2. Management must receive, in writing, Resident's intent to renew the lease or give notice to vacate for the next lease term. If written notice is not received the lease will terminate.

### **Move Out and Security Deposit Refunds**

1. Please note that your security deposit is not a part of your rental account, therefore it **can not** be applied to the last month's rent.
2. Within thirty days of the lease expiration date, a security deposit refund check, if one is owed, will be made payable to the Resident. Said check will be mailed to the forwarding address provided.
3. Property owner expects property to be left as it was found, except for normal wear and tear. Charges for damages will be made accordingly, and resident notified, in writing, of those charges.
4. Each Resident is responsible for any damage to the building and/or grounds during move-out. If any damages occur, charges for material and labor repairs will be billed to the responsible Resident.

### **Security**

1. Franklin and Marshall College Security and local law enforcement authority have the authority to enter the building and have been granted access to the common areas.

## ***College Hill Apartments***

2. Franklin and Marshall College have keys to all doors within College Hill including apartment and bedroom doors which they are permitted to use in the event of an emergency or in response to any call to the College or Department of Public Safety regarding an incident or complaint on the property.
3. College Hill Apartments has CCTV cameras installed to monitor the exterior areas of the community as well as the building entrances. These cameras are part of Franklin and Marshall's CCTV system and are monitored by Public Safety.
4. Unfortunately, in today's society no one can guarantee your personal security. Your personal security, and that of your family and guests, is up to you. Regularly taking common-sense precautions can help you develop the awareness you need to protect yourself, your family and friends, and your personal property.

## **Cooperation with College**

1. Residents are hereby notified that College Hill Apartments cooperated with Franklin and Marshall's rules and regulations as part of the Ground Lease between Franklin and Marshall and College Hill Apartments.
2. College Hill Apartments will notify Franklin and Marshall of any residents who violate provisions of the residential lease agreement and any corresponding rules and regulations and any students who violate the College Life Manual.
3. All residents must be actively enrolled at Franklin and Marshall either part time or full time to maintain residency at College Hill. If resident is no longer an active student College Hill Apartments reserves the right to terminate the Lease with a thirty day written notice.

## **Useful Numbers**

SRM (during business hours & after business hours non emergency)	(717) 393-8400
SRM (after hours for emergencies)	(717) 393-8400 x104
Fire, police, ambulance (EMERGENCIES ONLY)	911
Police (non-emergency)	(717)735-3300
F&M Security	(717) 291-3939
Lancaster General Hospital	(717) 544-5511
UGI Natural Gas Services (UGI)	(800) 276-2722
Pennsylvania Power and Light (PP&L)	(800) 342-5775
Comcast (cable service)	(800) 266-2278

## **Fair Housing**

Charlotte Street Associates and its associates are committed to the principles of Fair Housing. We will not discriminate in the leasing and management of our communities on the basis of sex, age, marital status, race, creed, ancestry, color, religion, national origin, gender, handicap, sexual orientation, or familial status.

**We promise to provide all Residents and guests with the same courteous treatment and application of company and community guidelines.**

## **Rules and Regulations Acknowledgement**

The Rules and Regulations outlined in this Guide are considered terms of the Lease and will be enforced as such. Upon receipt of this Guide, all Residents agree to review the policies and procedures and comply with all of the terms described. If said Guide in any way conflicts with the rules of the Lease, it is understood that the Resident's Guide will supersede those rules of the lease. This Guide shall constitute conditions of tenancy, and any violations thereof shall be sufficient grounds for termination of this lease and immediate eviction from the building.

*NOTE: This acknowledgement becomes part of the Lease. This is a binding Legal Document. Read it carefully before signing.*

**BY:**

\_\_\_\_\_  
Resident

**BY: Susquehanna Realty Management LLC on behalf of Charlotte Street Associates**

By: \_\_\_\_\_  
Broker

**ADDENDUM TO LEASE**

**BETWEEN**

**Charlotte Street Associates “LANDLORD”**

**AND**

**Resident “TENANTS”**

The undersigned agree that this lease addendum is incorporated in and made part of the Lease Agreement by and between Charlotte Street Associates and Tenant.

All parties agree and understand that the rental “Property” shall be further defined as an undivided interest in a bedroom that is part of a unit of bedrooms, which is identified on the Lease Agreement, together with the right to use, in common with others, the appliances, any common kitchen, bathrooms, personal property, and other common areas, to the extent currently in place at the Property.

Tenant agrees to pay an equal portion of the utilities, divided by the number of persons renting in the property. If tenant is only occupant, tenant will be responsible for all utilities. Tenant agrees that utilities are considered additional rent due, any past due utility bills are subject to the same penalties as unpaid rent, such as late fees.

All parties understand and agree to all the above additional provisions.

**Tenant**\_\_\_\_\_

**Broker for Landlord**\_\_\_\_\_



**CITY OF LANCASTER REQUIRED ADDENDUM  
TO RESIDENTIAL RENTAL AGREEMENT**

This Addendum to Residential Rental Agreement is incorporated into and shall be deemed to amend and supplement the Residential Rental Agreement made by the undersigned Tenant and Owner, their heirs, successors and assigns, effective **June 1, 2022**. The said Agreement and located at **College Hill Apartments**. This Addendum is required by the Residential Rental Licensing and Inspection Ordinance of the City of Lancaster.

**ADDITIONAL COVENANTS AND OBLIGATIONS**

In addition to the covenants and obligations set forth in the aforementioned Residential Rental Agreement, Tenant and Landlord hereby covenant and agree as follows:

**A. Landlord's Obligations:**

1. The landlord shall keep and maintain the leased Premises in compliance with all applicable Codes and Ordinances of the City of Lancaster and all applicable state laws and shall keep the leased Premises in good and safe condition.
2. The Manager for the Rental Unit shall be as follows:  
Name: **Susquehanna Realty Management LLC**  
Mailing Address: **744 Columbia Avenue, Lancaster, PA 17603**  
Physical Address: **744 Columbia Avenue, Lancaster, PA 17603**  
Daytime Telephone Number: **717-393-8400**
3. The Landlord shall be responsible for the regularly performing all routine Maintenance, including lawn mowing and ice and snow removal, and for making any and all necessary repairs in and around the leased Premises except for any specific tasks which the parties hereby agree shall be delegated to the Tenant and which are identified as follows:

**SEE LEASE AGREEMENT**

B. Tenant's Obligations:

1. The Tenant shall comply with all applicable Codes and Ordinances of the City of Lancaster and all applicable state laws.
2. Then Tenant agrees that maximum number of unrelated persons permitted within the Residential Rental unit at any time shall be 3, unless a more restrictive provision is established in the lease or unless a higher number has specifically allowed in a City Zoning Permit.
3. The Tenant shall dispose of all rubbish, garbage and other waste from the leased Premises by a permitted refuse hauler in a clean and safe manner, and shall separate and place for collection all recyclable materials in compliance with applicable City of Lancaster ordinances.
4. The Tenant recognizes that 3 or more Disruptive Conduct Reports in a one-year period will result in eviction from the property under the City of Lancaster Residential Rental Licensing and Inspection Ordinance. The Tenant recognizes that they are responsible for the behavior of the guests on the property and shall not permit them to engage in disruptive conduct.
  - a. Disruptive Conduct is defined as a form of conduct, action incident or behavior perpetrated, caused or permitted by an Occupant or Guest of a Residential Rental Unit that:
    - (1) is a violation of the Ordinances of the City of Lancaster and that is so loud, untimely as to time of day, offensive and/or nuisance-causing that it unreasonably interferes with the peaceful enjoyment by other persons of the premises or causes damage to property that is owned by others;
    - (2) involves music or noise that is disruptive to persons occupying a different dwelling unit;
    - (3) involves music that is audible from a street, sidewalk or dwelling from a minimum distance of 50 feet from the premises where the sound is originating;
    - (4) is the subject of a criminal citation for Disorderly Conduct

(5) is the subject of a criminal citation under the Pennsylvania Crimes Code or the Pennsylvanian Liquor Code.

5. The Tenant shall not cause, nor permit nor tolerate to be caused, damage to the premises that is beyond standard wear and tear.
6. The Tenant agrees to make the Residential Rental Unit available for a scheduled inspection by City Code Enforcement Officers from the Owner or Manager of the Residential Rental Unit that the City has requested an inspection.
7. The Tenant acknowledges and agrees that this tenancy is subject to the provisions of the Residential Rental License and Inspection Ordinance of the City of Lancaster, and that failure to comply with such ordinance may result in eviction of occupants or suspension of revocation of the Owner's privilege to rent the residential unit.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

\_\_\_\_\_  
Management Agent for Landlord

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

## Smoke-Free Lease Addendum

Tenant and all members of Tenant's family or household are parties to a written lease with Landlord (the Lease). This addendum states the following additional terms, conditions and rules which are hereby incorporated into the Lease.

A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

1. **Purpose of No-Smoking Policy:** The parties desire to mitigate (i) the irritation and known health effects of secondhand smoke; (ii) the increased maintenance, cleaning, and redecorating costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the high costs of fire insurance for a non-smoke-free building;
2. **Definition of Smoking:** The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, or other tobacco product or similar lighted product in any manner or in any form.
3. **Smoke-Free Complex:** Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, nor shall Tenant permit any guests or visitors under the control of Tenant to do so.
4. **Tenant to Promote No-Smoking Policy and to Alert Landlord of Violations:** Tenant shall inform Tenant's guests of the no-smoking policy. Further, Tenant shall promptly give Landlord a written statement of any incident where tobacco smoke is migrating into the Tenant's unit from sources outside of the Tenant's unit.
5. **Landlord Not a Guarantor of Smoke-Free Environment:** Tenant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the unit as smoke-free, do not make the Landlord or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, Landlord shall take reasonable steps to enforce the smoke-free terms of its leases and to make the unit smoke-free.
6. **Effect of Breach and Right to Terminate Lease:** A breach of this Lease Addendum shall give each party all the rights contained herein, as well as the rights in the Lease. A material breach of this Addendum shall be a material breach of the lease and grounds for immediate termination of the Lease by the Landlord.

Signed:

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Tenant

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Broker for Landlord

# MOVE OUT CHECKLIST

Tenants responsibilities at time of move out include but are not limited to:

- a) No damage to the unit or appliances beyond fair wear and tear. Dirt is not fair wear and tear.
- b) The entire unit, including range, exhaust fan, refrigerator, bathrooms, closets and cabinets must be clean.
- c) The refrigerator must be cleaned. DO NOT UNPLUG.
- d) Windows must be cleaned on the inside.
- e) All carpeting must be cleaned by a commercial carpet cleaning company. A receipt **MUST** be provided to management at the time of the move-out inspection in order to avoid a carpet cleaning charge being assessed.
- f) No stickers, scratches, or holes on walls.
- g) All burned-out light bulbs which are accessible are to be replaced.
- h) No indentations or scratches in resilient flooring, Formica, or appliances.
- i) All keys must be returned.
- j) All trash must be placed in the dumpsters.
- k) **All** furniture must be removed from the apartment. Furniture is not to be disposed of in the dumpsters. Please make arrangements for proper disposal if necessary.
- l) Forwarding address must be left with office management.

Please notify management when the apartment will be ready for inspection and which tenant(s) will be present for the inspection. **At least one tenant MUST be present at the move-out inspection; otherwise, no dispute can be made of the move-out inspection performed by management.**

**REMEMBER:** If we must pay to have any of the work done which is mentioned above, it will be paid from your security deposit.

If you have any questions regarding any of the information contained in this package, you should contact management immediately so there is no confusion if an incident should occur.

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Tenant

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Broker for Landlord

## COLLEGE HILL FURNITURE INVENTORY

The undersigned agree that this lease addendum is incorporated in and made part of the Lease Agreement.

The following items of furniture are present in the rental unit:

### *Common Area*

- Couch
- Chair
- Coffee Table
- End Table
- Entertainment Stand
- Dinning Table
- 4 Dinning Chairs

### *Bedroom*

- Bed Frame
- Mattress
- Desk
- Chair

Tenant agrees to use furniture in the manner in which it was intended for. Tenant acknowledges that at vacancy furniture must be left in clean and good condition. No furniture may be removed from the unit at any time during residency.

All parties understand and agree to all of the above additional provisions.

**Resident:** \_\_\_\_\_

**Management Agent**\_\_\_\_\_

# Mold and Mildew Addendum

In consideration of the execution or renewal of a lease of the dwelling unit identified on the lease, Owner and Tenant agree as follows:

Definition: Mold consists of naturally occurring microscopic organisms, which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. The mold spores spread through the air, and the combination of excessive moisture and organic matter allows for mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects, and/or visible residue growth ranging in color from orange to green, brown, and/or black; often there is a musty odor present. Reducing moisture and proper housekeeping significantly reduces the chance of mold growth.

CLIMATE CONTROL: Residents(s) agree to use all air-conditioning in a reasonable manner, and to use heating systems in moderation. Resident(s) further agree to keep the premises properly ventilated by periodically opening windows during dry weather only, to allow circulation of fresh air. OWNER OR AGENT RECOMMENDS THAT AIR CONDITIONING BE USED AT ALL TIMES.

## RESIDENT(S) AGREE TO:

- Keep the premises clean and regularly dusted, Vacuumed and mopped
- Use hood vents when cooking, cleaning and dishwashing
- Keep closet doors ajar to allow for proper circulation
- Avoid excessive amounts of indoor plants
- Use exhaust fans when bathing/showering and leave the fan on for an additional hour afterward to remove moisture
- Use ceiling fans, if present
- Water all indoor plants outdoors
- Wipe down any moisture and/or spillage
- Wipe down bathroom walls and fixtures after bathing and showering
- Hang shower curtains within the bathtub when showering
- Securely close shower doors, if present
- Leave bathroom and shower doors open after use
- Use dryer, if present, for wet towels
- Use household cleaners on any hard surfaces
- Remove any moldy or rotting food
- Remove garbage regularly
- Wipe down any and all visible moisture
- Wipe down windows and sills if moisture is present
- Periodically inspect for leaks under sinks
- Check all washer hoses, if applicable
- Regularly empty dehumidifier, if used
- Open blinds/curtains to allow light into premises
- Wipe down floors after any water spillage

## RESIDENT(S) SHALL REPORT IN WRITING:

- Visible or suspected mold
- All A/C or heating problems or leaks, moisture accumulations, major spillage
- Plant watering overflows
- Musty odors, showers/bath/sink/toilet overflows
- Leaky faucets, plumbing, pet urine accidents
- Discoloration of walls, baseboards, doors, window frames, ceilings
- Moldy clothing
- Refrigerator and A/C drip pan overflows
- Moisture dripping from or around any vents, A/C condenser lines
- Loose, missing or failing grout or caulk around tubs, showers, sinks, faucets, countertops
- Clothes dryer vents leaks
- Any and all excess moisture

SMALL AREAS OF MOLD: If mold has occurred on a small non-porous surface such as ceramic tile, Formica, vinyl flooring, metal, or plastic, and the mold is not due to an ongoing leak or moisture problem, Resident agrees to clean the areas with soap (or detergent) and a small amount of water, let the surface dry, and then within 24 hours apply a non-staining cleaner such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine-scented), Tilex Mildew Remover®, or Clorox Cleanup®.

TERMINATION OF TENANCY: Owner or agent reserves the right to terminate the tenancy and RESIDENTS(S) agree to vacate the dwelling unit which may pose a safety or health hazard to RESIDENTS(S) or other persons, and/or RESIDENTS(S)' actions or inactions are causing a condition which is conducive to mold growth.

INSPECTIONS: RESIDENT(S) agree that Owner or agent may conduct inspections of the unit at any time, with reasonable notice.

VIOLATION OF ADDENDUM: IF RESIDENT(S) FAIL TO COMPLY WITH THIS ADDENDUM, Resident (s) can be held responsible for property damage to the dwelling and any health problems that may result. Noncompliance includes, but is not limited to, Resident(s) failure to notify Owner or Agent of any mold, mildew or moisture



## **Mold and Mildew Addendum**

problems immediately IN WRITING. Violation shall be deemed a material violation under the terms of the Lease, and owner or agent shall be entitled to exercise all rights and remedies it possesses against RESIDENT(S) at law or in equity and RESIDENT(S) shall be liable to Owner for damages sustained to the Leased Premises. RESIDENT(S) shall hold Owner and agent harmless for damage or injury to person or property as a result of RESIDENT(S) failure to comply with the terms of this Addendum.

HOLD HARMLESS: If the premises are or were managed by an agent Owner, RESIDENT(S) shall hold agent harmless and shall look solely to the property Owner in the event of any litigation or claims concerning injury, damage or harm suffered due to mold.

PARTIES: THIS ADDENDUM IS BETWEEN THE RESIDENT(S) AND OWNER AND/OR AGENT MANAGING THE PREMISES. THIS ADDENDUM IS IN ADDITION TO, AND MADE PART OF, THE LEASE AGREEMENT, AND IN THE EVENT THERE IS ANY CONFLICT BETWEEN THE LEASE AND THIS ADDENDUM, THE PROVISIONS OF THIS ADDENDUM SHALL GOVERN.

Tenant: \_\_\_\_\_

Broker for Landlord: \_\_\_\_\_

**ADDENDUM TO LEASE**

**BETWEEN**

**Charlotte Street Associates “LANDLORD”**

**AND**

**Resident “TENANTS”**

The undersigned agree that this lease addendum is incorporated in and made part of the Lease Agreement by and between Charlotte Street Associates and Tenant.

The HVAC system in your unit has been set so that the fan will run continuously. This has been done to control the amount of moisture in your apartment. You are still able to adjust the heat/cold to the temperature that you desire, but you will not be able to turn off the fan.

By signing below, you acknowledge receipt of this disclosure and agree to pay the electric costs associated with having the fan on.

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TENANT

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BROKER FOR LANDLORD

## COMMUNICATION ADDENDUM

In an effort to make communication more effective and efficient we will be making an effort to communicate more often via email rather than the traditional method of sending a notice through the mail or posting the property. We may send newsletters, utility bill, updates about the property and copies of bill backs via email. Notices concerning a change in your lease or past due accounts will still be mailed or posted at the property.

By signing below and providing your email address you agree to receive emails from Susquehanna Realty Management LLC concerning College Hill Apartments. We will not sell or distribute your email address to any other individual or company. In the event of a mass email, you will be blind copied rather than allowing others to view your email address. We will continue to be available via phone, mail or in our office by appointment.

We also send out notices such as late rent notices, balance due notices, renewal notices, etc. Some residents prefer to receive these notices at an address other than their rental address. Please indicate below the mailing address we should use to mail any notices to you.

Email Address: \_\_\_\_\_

Parent or Guardian Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
BROKER FOR LANDLORD

## MOVE IN CHECKLIST

Tenant Name(s): \_\_\_\_\_

Address & Apt. #: \_\_\_\_\_

Please print neatly. Attach additional page if necessary.

1. Are carpets cleaned and in good condition? All rooms clean?
2. Are nail holes filled? Any marks on walls?
3. Stove drip pans replaced?
4. All lights working? All electrical outlets working and have covers on them?
5. Heat, central air, hot and cold water & all appliances in working order?
6. All keys work in appropriate locks?
7. Any windows broken? Storm windows in place & operable?
8. Any plumbing leaks?
9. Do common areas need any repair?
10. All smoke detectors working?
11. All bathroom, bedroom, and closet doors working? Any damage or marks on them?

Other Comments: \_\_\_\_\_

\_\_\_\_\_

Please inspect your apartment for any problems or damages. **This form MUST be signed, dated, and returned to Susquehanna Realty Management LLC within three (3) days of the first tenant receiving their keys.** For your protection, this will become a permanent part of your file so that you will not be charged with the previous tenant's damage. If this form is not returned within three (3) days, tenant will assume full liability for the condition of the unit and will be responsible for any damages to the property.

Please be advised that any problems not negotiated for repair at the time of viewing and not noted in Section 12 of your Lease Agreement will not be required by the Owner to repair, unless said repairs are a health and safety hazard. This inspection report represents the condition of the unit.

I have inspected the apartment and found it to be in good condition, excepting the items noted above. I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Agent for Landlord

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Initials

\_\_\_\_\_  
Date

(Initials confirm receipt of form and agreement to terms of this addendum as described above.)

This form was received on \_\_\_\_\_ and I understand that I will responsible for any damages not reported on this form and/or if this form is not returned within the 3 days that is specified above. Any existing damages etc. that may be in the apartment at move in must be reported on this form and remitted to the office. I also understand that upholstered furniture not issued by College Hill is not permitted to be on property. The College Hill Apartments are fully furnished, and any outside upholstered furniture is prohibited.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

# LEASE ADDENDUM FOR DRUG FREE HOUSING

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Tenant agree as follows:

1. Tenant, any member of tenant's household, or a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related, on or near project premises. "Drug-related criminal activity" means the illegal manufacture sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act (2 U.S.C. 802)).
2. Tenant, any member of tenant's household, or a guest or other person under the tenant's control shall not engage in any act intended to facilitate criminal activity including drug-related criminal activity, on or near project premises.
3. Tenant or members of the household will not permit the dwelling unit to be used for or to facilitate criminal activity including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or guest.
4. Tenant or member of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near project premises or otherwise.
5. Tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in acts of violence or threats of violence, including but not limited to, the unlawful discharge of firearms on or near project premises.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of the addendum and any other provisions of the lease, the provisions of the addendum shall govern.
8. This Lease Addendum is incorporated into the lease executed or renewed this day between Owner and Tenant.

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TENANT

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Broker for Landlord