

TENANT HANDBOOK

2011



INTRODUCTION

Welcome to your new home and thank you for selecting a property professionally managed by Freedom Property Management! We look forward to working with you over the months ahead and have prepared this *Handbook* to assist you in properly maintaining your home and to answer some of the most commonly asked questions. Please take a moment to read it and keep it handy for reference. First, a few basic facts about your lease:

- The lease agreement (Deed of Lease) is a legal contract between you and your landlord. Freedom Property Management is a legal agent for the landlord acting under the authority and direction of the landlord by way of a property management agreement, but is not a party to the lease. It is our responsibility to collect rent, arrange for any necessary maintenance or repairs, inspect the property periodically and answer any question or concerns that may arise with the respect to the home or your lease agreement. You will most likely never meet your landlord.
- Rental Payments are to be made to Freedom Property Management and are due in our office no later than the 1st day of each month. If payment is not received on the 1st, it is late. If payment is not received by the 5th, a late fee is assessed. If you elect to mail your rent to us please send it well in advance to ensure that your payment arrives by the first of the month which is when we make our deposits. We have a secure drop box attached to the outside of the entrance to our building where you may leave your rent before or after our business hours. If there are others on your lease, make sure you send us only one check as we are not able to accept multiple payments. Should the bank return a check to us for any reason it will not be re-deposited and certified funds in the amount of the check will be required. In addition, a \$50.00 handling charge and a late fee will be assessed.
- The duration of your lease is fixed. Any early termination or extension of the lease must be negotiated with your landlord.
- Your security deposit cannot be used to pay the last months (or any other months) rent unless your landlord gives us written permission for you to do so.
- Per your lease agreement, you agreed to obtain and keep current a renter's insurance policy naming Freedom Property Management as additional insured and to provide our office with a copy of the binder. The insurance policy must have a minimum of \$500,000 in personal liability coverage.
 - Paragraph "21. Insurance" of your lease agreement states: *"Throughout the Lease Term, the Tenant shall maintain an insurance policy which provides public liability coverage, protects Tenant's personal property and names the Landlord and Managing Agent as additional insured. Tenant shall provide Landlord with a certificate of such insurance, prior to occupying the Premises. The Tenant will do nothing and permit nothing to be done on or about the Premises that will increase the cost of or cause the cancellation of any fire or other insurance policy covering the Premises. All of Tenant's personal property located or stored at the Premises shall be at Tenant's sole risk. The Tenant shall indemnify and hold harmless the Landlord from any loss or damage to such personal property. The Landlord and/or the Association shall not be liable for any injury, damage, or loss resulting from any accident or occurrence in or upon the Premises. If Tenant fails to provide a certificate of insurance Landlord may obtain a policy covering Tenant's personal property and liability coverage. The cost may be added to the monthly rent or paid by the Tenant as billed."*

- Pets are allowed only with prior approval of the landlord and only where permitted by the homeowners or condominium association. If we find that there is an unauthorized pet in the home, a \$25 per day charge will be applied until we have verified the pet has been removed. There is a \$500 security deposit required of tenants for each pet. When you move out, you must have the home professionally treated for odor and pests.
- Smoking is not permitted in this home. If smoke or smoke-related damage is noted at the move-out inspection you may be liable for the entire cost of remediation.
- All items referenced in the lease as “Fixtures Provided” will be maintained, except those which are noted in “As-Is Condition,” provided a malfunction is not caused or aggravated by tenant abuse or neglect. “As-Is Condition” means that no representations are made as to the condition of the item and the landlord is not responsible for repair should it prove inoperable or break during your tenancy. However, tenants will be held responsible for any damages that result from abuse or neglect of the item. Tenants must promptly notify us when there is equipment or system failure or a structural defect via direct contact with our office. Call (703) 360-1776 or e-mail to submit a formal maintenance request. When it is deemed appropriate and authorized, Freedom Property Management will arrange for repairs. You will receive a verbal or written notification confirming this along with a copy of the contractor’s Work Order and contact information. Tenants may not make repairs and deduct them from rental monies owed unless specifically authorized by the landlord.
- If you lose your keys or lock yourself out of your home you may come to our office during regular business hours and we will lend you a set of keys. These must be returned the same day or you will be charged \$25 to replace them. If the lockout occurs during non-business hours and you must call a locksmith, it will be at your own expense. Should you desire to change the locks on your home this may be done only with permission from the landlord and will be done at your own expense. The original of the new key(s) and one copy must be given to Freedom Property Management.
- Tenants are responsible for the following routine maintenance items: (See paragraph 19 of your lease)
 - Replacement of light bulbs and electrical fuses if applicable
 - Cleaning or replacement of furnace filters quarterly (at minimum)
 - Regular lawn maintenance if applicable
 - Replacement of batteries in smoke and carbon monoxide detectors and garage door openers as needed
 - Pest control
 - Having all carpeted surfaces including steps professionally cleaned and returning all keys, garage door openers, etc. upon vacating the premises
- If your home has outside faucets (hose bibs) the inside shut-off valves have all been closed prior to your occupancy. In a water related emergency, close this valve immediately. Should you elect to open the valves to activate the outside facets you must remember to close the valves prior to the winter season. You will be held responsible for any damage that may occur should you fail to do so!
- The use of available condominium or association amenities such as a swimming pool, tennis courts, parking garage or lot, party or recreation room, storage area or laundry facility may require a special permit, pass, or identification card. Tenants are responsible for obtaining these items unless otherwise noted. If your residence is within city limits, be sure to obtain any street parking permit that may be required.

FOR RENT

- Approximately 60 days prior to the expiration of your lease term Freedom Property Management will begin the marketing process to find a new tenant. This will include the mounting of an electronic lockbox on your door and if you have a yard, the installation of a signpost. Realtors will be instructed to call before showing the home but if no one is home they may access the electronic lockbox to enter the home. If a yard signpost is installed the sign rider will indicate “For Rent” until a tenant has been found. Then the sign rider will be changed to indicate “Rented” and remain in place until the date the new lease commences. Under no circumstances may you remove, relocate or alter the yard sign!
- Fair Housing. Freedom Property Management is committed to the principles of Fair Housing. We will not discriminate in the leasing and management of our properties on the basis of sex, age, marital status, race, creed, ancestry, color, religion, national origin, gender, handicap, sexual orientation or familial status.

This is a summary of your Lease terms; it is only provided to clarify certain aspects of the agreement. Read your Lease carefully, familiarize yourself with its contents and do not hesitate to contact us if you have any questions or need any additional information.

Tenant Fee Schedule

The following are an example of some fees that may apply during the term of your lease.

Late Payments (Rent received after the 5th of the month)	10% of Rent
NSF Check	\$50.00
Pay Rent or Quit Notice (Delivered between the 6-8th of the month)	\$15.00
Unlawful Detainer Court Filing Fee (Rent is not received by the 11th)	\$56.00 Individual Lease
Unlawful Detainer Court Filing Fee (Rent is not received by the 11th)	\$68.00 Joint Lease
Court Administration Fee (Per Court Appearance)	\$150.00
Unauthorized Pets	\$25.00 per Day
Duplicate Keys	\$25.00 per Key
Repair Visit – Tenant no show	\$65.00
New Air Filter for Furnace (if found dirty during inspection)	\$25.00 per Filter
Unclogging Drains	\$150.00-\$350.00
Unclogging Garbage Disposals	\$65.00-\$165.00
Lock Change	\$165.00-\$350.00
Non-Emergency Weekend Repair Visits	\$35.00 /hour



OUR OFFICE

10550 Linden Lake Plaza Suite 100, Manassas, VA 20109

Business Hours: 9:00am to 5:00pm, Monday - Friday.

We are closed on weekends and holidays.

Voice 703-330-1776

Fax 703-369-2122

Emergency Numbers: 24/7 Availability

Police/Fire/Ambulance 911

Police Non-Emergency 311

Dan's Mobile 703-283-9540

Tiffany's Mobile 703-926-6878

Krystal's Mobile 540-314-2230

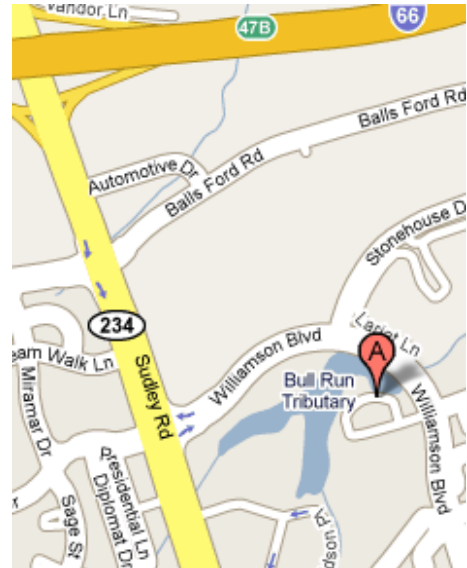
Email addresses:

Lease Questions: dan@freedompm.com

Payment/Fee Questions : tiffany@freedompm.com

Maintenance or Repairs: krystal@freedompm.com

Inspection Questions: krystal@freedompm.com



Directions to our office: From I-495 (Capitol Beltway) Head south on I-495 S. Take exit 49 to merge onto I-66 W toward Front Royal/Manassas. Take exit 47A for VA-234 Bus toward Manassas. Merge onto Sudley Rd/VA-234. Turn left at Williamson Blvd. Turn right at Linden Lake Plaza. Turn right to stay on Linden Lake Plaza.



Dan Radtke
Owner/Manager



Tiffany Suarez
Business Manager



Krystal Schoch
Property Manager

UTILITY INFORMATION



Listed below are the telephone numbers of most of the Northern Virginia utility companies. Please have all utilities transferred to your name on or before the effective date of your lease.

Water & Sewer

Virginia American Water	703.549.7080
Arlington County	703.228.3636
Dale City- Sewer	703.555.9569
Dale City- Water	703.491.2136
Fairfax City	703.385.7915
Fairfax County	703.698.5800
Falls Church City	703.248.5071
Loudoun County	571.291.7880
Manassas City	703.257.8219
Prince William County Service Auth	703.335.7950
Town of Herndon	703.435.6814
Town of Vienna	703.255.6385

Electricity

City of Manassas	703.257.8200
Dominion Virginia Power	888.667.3000
Dominion Power emergency	703.934.9660
Northern Virginia Electric Co-op	703.335.0500

Gas

Columbia Gas	800.543.8911
Commonwealth Gas	703.631.5363
Washington Gas	703.750.1000
Washington Gas emergency -	703.750.1400

Telephone

New service	703.876.7000
Verizon	800.483.4000

Cable Television

Comcast	703.823.3000 703.841.7700
Cox Communications	703.378.8422

EMERGENCY PROCEDURES

An emergency is specifically defined as **flooding, no heat during the winter season, a gas leak, fire or an issue that needs to be addressed immediately to avoid damage to the property or to your personal well-being.** Air conditioning failure, appliance malfunction, drain stoppage and the like, while inconvenient, are not considered emergencies and will be handled by our office on the next business day. If you experience an emergency situation, please take the steps outlined below. Note that if the problem occurs in the middle of the night it is unlikely that we will be able to dispatch a contractor to the property immediately, so try to contain the emergency and contact us early in the morning.

HEATING SYSTEM FAILURE

Electric Heat

- 1) Check the thermostat to see that the controls are set properly.
- 2) Check all fuses and circuit breakers.
- 3) Check the access panel to the blower compartment; the blower will not operate if the panel is not securely closed.
- 4) If unable to restore operation, contact this office.

Gas Heat

- 1) Same as #1 – #3 above.
- 2) Test any other gas appliances to determine if service has been interrupted.
- 3) If unable to restore operation, contact this office.

Oil Heat

- 1) Make sure the emergency shut off switch is in the “on” position.
- 2) Check oil level in the fuel tank.
- 3) Check thermostat, fuses and circuit breakers and blower compartment panel as in above.
- 4) If unable to restore operation, contact this office.

WATER-RELATED

If water is running onto floors from any appliance, fixture, or pipe **close either the shut-off valve for the appliance or fixture or the main shut-off valve for the property.** If you reside in a condominium with on-site management, contact them immediately. Otherwise, contact this office immediately.

FIRE 911

Your residence is equipped with smoke detectors which should alert you of the presence of fire or smoke. If you have a gas furnace, your residence is also equipped with a carbon monoxide detector. It is a good idea to keep a fire extinguisher on the premises at all times. Should you have an emergency contact the fire department immediately. If you reside in a condominium with on-site management, contact them immediately.



CARE OF FIXTURES & APPLIANCES



Furnace

Familiarize yourself with the operation of the thermostat; the fan switch should always be set on “auto”. Set the other switch to the appropriate “heat” or “cool”. If you have an electronic or energy saving thermostat, consult the manual for operating instructions. Be sure to clean or change the furnace filter regularly – even electronic filters must be cleaned periodically. Remember, heat pumps usually do not circulate warm air as gas furnaces do, unless they are run on the “Emergency Heat” setting which activates the resistance heat mechanism.

Humidifier

See that the water supply valve is open. Set the control (usually located on or near the furnace) to your comfort level. Set it to the “off” position during the cooling season and shut off the water supply valve.

Central Air Conditioning

Air conditioning can only lower the inside temperature from that of the outside by 10 to 15 degrees. With this in mind, the thermostat should not be set below 70 degrees.

Window Air Conditioners

These machines should be operated conservatively as they are susceptible to icing, particularly at lower fan speeds.

Stove or Oven

Be aware of the various bake, broil, time bake, and self-clean controls. To operate the self-cleaning feature, follow the instructions on the appliance. For continuous-cleaning ovens use soap and water; **never** use oven cleaners or abrasives as this will ruin the finish.

Microwave Oven

Use only microwave safe cookware and other approved non-metal items to prevent melting. Keep all inside surfaces clean, especially the top panel. Never place metal objects inside or touch the infrared rotor.

Refrigerator

Make sure the drain at the bottom of the machine (under vegetable bins) is unobstructed. If possible, periodically move the appliance to clean underneath. In addition, remove the front grill to vacuum the coil area and clean the drip pan.

Dishwasher

Use dishwasher detergent only, never laundry or other soap. Always rinse dishes before washing; keep the strainer at the bottom of the machine clean and free of debris. Water should not flow out of the air gap into the sink during the drain cycle – if this happens, the air gap may be clogged.

Garbage Disposal

Run cold water while in use. **Do not** put onion skins, celery, corn husks, bones, spaghetti noodles or any other hard or stringy items in the disposal. If the machine jams, turn it off and clean it out. If it does not reset, put an allen wrench in the bolt hole at the center of the bottom of the unit and turn to break it loose. If it still will not operate, push the red reset button (usually located on the bottom of the unit). **Remember, disposals are not garbage cans!**

Exhaust Fan or Range Hood

Clean filter screens regularly; keep entire unit clean and free of grease buildup.

Counter Tops

Kitchen counters are easily burned and scratched. Do not put hot objects directly on them and do not slice food on them. For granite or marble counter tops, use appropriate cleansers (available for purchase at most hardware stores) to prevent damaging the stone.

Clothes Washer

Use laundry detergent only, never dishwasher or other soap. If the washer is high efficiency, please use the appropriate high efficiency detergent. If the machine has a lint filter, clean it after every use. Do not overload. If the washer shuts off or makes a banging noise during the spin cycle, stop cycle and rearrange clothes to balance the load.

Clothes Dryer

Clean lint filter after every use. **DO NOT OPERATE THE DRYER WITHOUT THE LINT FILTER IN PLACE.** Do not overload and do not attempt to dry sneakers with this appliance, unless there is a separate drying rack for the appliance. Periodically vacuum under and around dryer to clean excess lint and dust.

Hardwood Floors

Hardwood floors typically have either polyurethane or a regular wax finish. In either circumstance avoid using water on the floors as this will ruin the finish. Polyurethane floors should not be waxed however there are several cleaning products that may be applied. If the floors have a wax finish, make sure that the high traffic areas are well maintained to prevent damage. Wax floors should be cleaned, waxed and buffed at least twice a year. Review your lease to see if you are required to cover a percentage of these floors with area rugs.

Light Fixtures

Do not use a light bulb of higher wattage than a given fixture was intended to have, especially in ceiling fixtures. This may damage the fixture and could be a fire hazard. 60 watts is generally the highest wattage recommended for any light fixture.

Smoke Detectors

Your alarm may be sensitive to smoke caused by cooking in the kitchen, the solution is **NOT** to disable the smoke detector. Instead, turn on the exhaust fan and open a window prior to cooking. Please **DO NOT** remove the smoke detectors for any reason. Batteries should be changed at least quarterly.

Wall-to-Wall Carpet

Vacuum regularly. Immediately treat all spills and stains with carpet cleaner; do not over-saturate. All carpeted areas are required to be professionally cleaned at the end of your lease.

Fireplace

Be sure the damper is completely open before use. Avoid excessive use of chemically treated “fire logs” as these leave potentially flammable residues on the chimney walls. Remove ashes regularly. Chimneys must be professionally inspected at the end of your lease.



SEASONAL MAINTENANCE

INTERIOR

Furnace

- 1) Set the thermostat to the appropriate “heat/winter” or “cool/summer” position.
- 2) Check to see that all supply and return air vents are clean and unobstructed.
- 3) Make sure the condensation drain (central air only) is not clogged or obstructed.
- 4) If you have a radiant heat system, make sure there are no leaking valves or radiators.
- 5) Clean or replace the filter quarterly, or more often if needed.



Fireplace (where applicable)

- 1) Be sure the damper is in good operating condition. Damper should be closed unless fireplace is in use.
- 2) See that the flue and chimney are unobstructed. Periodic inspection and cleaning is strongly recommended, however this is typically at tenant’s expense.

Smoke and Carbon Monoxide Detectors

- 1) Test all smoke and carbon monoxide detectors frequently to see that they are operating properly. It’s recommended to change batteries and test these quarterly. Battery operated models will begin making an intermittent chirping sound when the battery runs low.

EXTERIOR

Lawn and Shrubbery (where applicable)

- 1) Cut grass and prune shrubs as needed. Remove all leaves in the fall; check with your neighbors or the HOA for disposal procedures.
- 2) If necessary, contact county authorities for information on damaging insect control.

Gutters

- 1) All gutters should be free of leaves and debris. Downspouts should drain away from the foundation.
- 2) Tenants are responsible for keeping gutters clean. Contact the office if you need recommendation for a contractor.

Winterization of Outside Faucets and Electrical Outlets (where applicable)

- 1) Close all shut-off valves (green tags) to outside faucets, then open the faucets. Be sure to close faucets before opening shut-off valves in the spring.
- 2) See that all outside electrical outlets are capped if possible or disconnect the appropriate fuses or circuit breakers.

Roofs

- 1) During the cold and winter months, ICE Dams occur when snow accumulates on a roof, a cycle of melting and refreezing occurs.
- 2) Mechanical removal of an ice dam could destroy the roof. Removing the snow from the roof can help slow down dam growth. On very low-sloped or flat roofs, you can shovel off all the snow. On a roof with a greater pitch, removing three or four feet of snow above the roof line will slow down the growth of the dam. There is a special tool for removing snow called a roof rake.
- 3) Chisel grooves into the dam to allow the water behind it to drain off. This is a good emergency measure especially if rain or sudden thaw is coming.



VACATING CHECKLIST

We understand that your last few weeks of residence will be exceptionally busy ones. However, we do request that you attend to a number of important details:

- We must know the exact date the home will be completely vacant so that we may represent the property as being available for new tenants on that date and so that the final inspection can be scheduled.
- If vacating in winter, set the thermostat no lower than 60 degrees to prevent freezing of pipes. If your home is heated with oil, do not forget to have the oil tank filled before you vacate.
- We must have your forwarding address.
- All utilities must remain on until the final day of your lease unless otherwise authorized and you must provide us with proof of payment of your final water bill where applicable before your deposit will be refunded.
- Condition of home should be move-in ready for new tenants.

Please remember that a certain amount of cleaning is expected of you when you move out. It is our goal to refund 100% of your security deposit and by following the checklist below you will help us achieve that goal. If you need assistance with any of these items we have a list of professionals that we can refer you to.

Kitchen

- ___ All exhaust fans and vent covers should be in working order and free of dust and grease. Filter screens can be washed in the dishwasher.
- ___ Kitchen cabinets, shelves, drawers, and counter tops must be washed inside and outside and all shelf liner removed.
- ___ Refrigerators and freezers must be cleaned inside and outside. They must also be pulled out and all dust and dirt must be removed from the back, sides, floor, and walls surrounding the appliance. Leave refrigerators and freezers running; do not disconnect or turn them off.
- ___ Stoves, ovens, cook tops, and microwaves, must be cleaned inside and outside, including the areas around and underneath them. Do not use steel wool on appliances; plastic scrub pads work best. Be sure to operate the self-clean cycle if applicable.
- ___ Dishwashers and trash compactors must be cleaned inside and outside, especially the inside lip of the door, and the drain filter.
- ___ All sinks, faucets and garbage disposals must be washed out and wiped clean.
- ___ Kitchen walls and floors must be washed and free of stains, dust, dirt, and grease. Any floors that need to be oiled or waxed must be treated as required.

Bathrooms

- ___ All bathroom floors and walls must be cleaned with particular attention paid to the grout and caulking. Re-caulk areas as needed.
- ___ All tubs, showers, sinks, and commodes must be cleaned, disinfected and free of soap scum and cleanser residues.
- ___ All medicine cabinets, vanities and drawers must be cleaned inside and outside, and shelf liners removed. All mirrors should be wiped.

All Rooms

- ___ If you have made any alterations to the home, including painting, you must restore it to its original condition unless otherwise agreed to.
- ___ All non-carpeted floors should be free of stains, dust and debris and should be washed and waxed where appropriate.
- ___ All windows, screens, storm windows and window sills must be washed. This includes the area between the sash (interior window) and storm windows or screens.

- ___ All window treatments such as curtain rods, shades and blinds that were provided must be cleaned and left in good working order.
- ___ Sliding glass doors must be wiped and the door tracks must be cleaned.
- ___ All walls, ceilings and closet interiors must be free of smudges, grease and food stains. A light cleanser such as "Soft scrub" will remove black marks from walls.
- ___ All woodwork, moldings, trims, doors and baseboards must be free of dirt, dust and stains.
- ___ All electrical outlets and switch plates must be free of dirt and smudges.
- ___ All light bulbs must be in working order and light fixtures must be cleaned inside and out.
- ___ All smoke and carbon monoxide detectors must be in working order with fresh batteries.
- ___ Laundry and utility rooms must be free of dust, dirt and debris.
- ___ Washing machine exterior must be cleaned and the inside left free of soap residue.
- ___ Dryer exterior must be cleaned and the filter screen left free of lint.
- ___ Furnace filters must be changed.
- ___ All fireplaces must be broom swept and free of ashes, wood and debris.
- ___ Chimneys should be professionally cleaned.
- ___ **All carpeted surfaces including steps must be professionally cleaned by an APPROVED VENDOR** (please contact Freedom Property Management for this information), with a copy of the paid receipt available at the time of the final inspection. If you have a pet, carpets must also be treated for odor and pests. Should carpets be unsatisfactorily cleaned and/or treated by an unapproved vendor, they will be cleaned and/or treated again at your expense.

Grounds

- ___ All trash, yard debris, and personal items must be removed from the property. If trash collection is not scheduled for the day you vacate, please make arrangements ahead of time to have the bulk removed prior to that date. A minimal amount of trash may be left at the curb or pick up point.
- ___ If there was a supply of firewood when you moved in then a like amount should be left on departure. Please make sure it is not stacked against the home.
- ___ If you have an oil tank it must be filled.
- ___ All flower and shrub beds must be clean and free of weeds, leaves, and debris. Be advised we do not consider leaves and debris to be mulch.
- ___ All shrubs must be neatly trimmed.
- ___ All grass must be cut and free of debris.
- ___ All walkways must be swept and free of weeds.
- ___ If your vehicle has leaked oil in the garage or driveway the oil stain must be removed. There are a number of products available that will accomplish this.
- ___ If you have a garage, please make sure it is swept clean. If there were tools present when you moved in make sure they are all in place when you leave.
- ___ If you have a tool shed please sweep it. Clean up any chemical spills and make sure all tools are in their proper place.
- ___ All garden tools must be cleaned, including BBQ grills.
- ___ Gutters and downspouts must be free of leaves and debris.

Pests

- ___ You are responsible for the elimination of any pests present in or about the home prior to vacating. Fleas and roaches can be particularly difficult to eradicate, so please make every effort to see that the home is left pest free, especially if you have a pet. Should an infestation of any kind be discovered after you move out, it will be treated at your expense.

Keys

— All keys, garage door openers, parking placards, etc., will be collected at the time of the final inspection. Kindly place these items in an envelope and leave in plain sight on the kitchen counter. There will be a \$25 charge for each key not returned.

Security Deposit

— You can expect a refund of your security deposit within 45 days. If damage is noted, we must receive estimates or invoices from vendors before your deposit can be returned minus the cost of damage. This can take up to 30 days from the date of the inspection. Remember to provide us with your forwarding address and proof of payment of your final utility bills, where applicable.

***Note:** Your Lease Agreement terminates at 5:00 p.m. on the final day of your tenancy. All cleaning, carpet treatment, yard work, etc. (except for final exterior trash pick-up) must be finished at this time. Receipt of payment for final bill of all utilities, must be turned into main office before receiving back your deposit. Should you not fulfill all of these obligations, they will be completed for you by Freedom Property Management at your expense.*

***Thank you for your cooperation!
The Freedom Property Management Staff***

Tenant Handbook Acknowledgement

The Policies and Procedures outlined in the Tenant Handbook are considered terms of the Lease Contract and will be enforced as such. Upon receipt of this directory, all Tenants agree to review the policies and procedures and comply with all of the terms described.

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

BY:

Tenant Name	Signature	Date
-------------	-----------	------

Tenant Name	Signature	Date
-------------	-----------	------

Tenant Name	Signature	Date
-------------	-----------	------

BY: FREEDOM PROPERTY MANAGEMENT, Agent for Landlord

Freedom Property Management	Date
-----------------------------	------