



Residential Lease Agreement

1.1 This **RESIDENTIAL LEASE** ("Lease") is made on _____ ("Effective Date") by and between _____ ("Landlord") and _____ ("Tenant") who acknowledge by their signatures below that in this real estate leasing transaction, **Freedom Property Management and Sales LLC** ("Listing Company") represents Landlord, and _____ ("Leasing Company") represents _____ Landlord _____ Tenant.

1.2 PREMISES. Landlord leases to Tenant and Tenant leases from Landlord, the dwelling unit and all improvements, to include all fixtures, appliances, equipment and systems (the "Premises") described as follows: _____
 Parking Space #: _____ Mailbox #: _____ Storage Unit #: _____

1.3 RENT & FEES. All payments of Rent shall be payable in advance on or before the **1st day of each calendar month**. All payments will be applied to the oldest charge first. No fee shall be collected unless it is listed below or incorporated into this agreement by way of a separate addendum after execution of this rental agreement. The following payments are due by the dates indicated, in certified funds, from Tenant to execute this Lease and authorize possession:

Rent for the period from <u>N/A</u>	\$0.00
Pet Rent for the period from <u>N/A</u>	\$0.00
Resident Benefit Package	\$0.00
Pet Lease Fee (One-time)	\$250.00
CERTIFIED CHECK #1 DUE:	\$0.00
Security Deposits	\$0.00
CERTIFIED CHECK #2 DUE:	\$0.00

Tenant agrees to pay to Landlord as rent for the Property the total sum of \$_____, which shall be divided into equal monthly installments of **\$0.00** (the "Rent"). Tenant further agrees to pay to Landlord as additional rent, if applicable, Pet Rent in the amount of **\$0.00** per month, Resident Benefit Package in the amount of **\$0.00** per month, and a Utility Charge in the amount of **\$0.00** per month.

Schedule of other fees assessed by Landlord and Management Company may include:

Late Payments: For any Rent payment received by Landlord after the 5th day of the month, Tenant agrees to pay to Landlord a *Late Fee* of the lesser of (i) 10% of monthly rent charges, or (ii) 10% of the remaining balance due and owed by Tenant. The late charge period is not a grace period, and Landlord is entitled to make written demand for any Rent and/or additional Rent if not paid when due.

Dishonored/Returned Checks: Tenant further agrees to pay to Landlord the amount of **\$50.00** for each dishonored bank check or returned payment.

Lease Violation Fee: A fee of **\$75.00** will be assessed for each lease violation notice

Missed Appointment Fee: A fee of **\$75.00** will be assessed if Tenant fails to keep scheduled appointments with contractors, maintenance staff or management team. Contractor may impose an additional trip charge or missed appointment charge.

Lease Administration Fee: Should the need arise for a Freedom representative to attend court to address any lease concerns or violations, a **\$100.00** lease administration fee will be assessed.

Lease Modification Fee: A fee of **\$250.00** will be assessed against Tenant for modifications to the Lease such as adding or removing Occupants, adding pets or early termination requests. This fee also applies when Tenant requests a Lease renewal term of 6 months or less, if terms are approved.

Rescind Vacate Notice: If vacate notice was previously given, and Tenant requests a renewal offer within 50 days of Lease end date, and Landlord agrees to renew with Tenant, Tenant will pay a fee of **\$100.00**.

Month-to-Month Fee: In rare situations, Freedom may approve Tenant's request to renew their Lease for a month-to-month term. If approved, an administrative fee of **\$25.00** per month will apply.

Pet Application Fee: An application fee of **\$50.00** will be assessed for any pet applications submitted during the Lease Term.

Unauthorized Animal: In the event there is an unauthorized animal reported to or discovered by Landlord, the Tenant will be charged **\$100.00 per month**, backdated to the start of the Lease Term. Should the Tenant acquire authorization to keep the animal, the Tenant will need to follow processes as described in Paragraph 1.15.

Re-inspection Fee: If the property is NOT ready for the inspection at the time of any scheduled walkthrough or if the property must be re-inspected as a result of Tenant not complying with the terms of this Agreement, a fee of **\$100.00** will be assessed.

Resident Benefit Package: Monthly charge ranges from **\$31.00 to \$57.00**. Refer to addendum for full breakdown of package features and options.

1.4 LEASE TERM. The term ("Lease Term") will begin at **9am** on _____ ("Lease Start Date") and end at **5pm** on _____ ("Lease End Date"). Tenant shall vacate at the end of Lease Term, unless Tenant and Landlord have agreed in writing to extend or renew this Lease. Landlord will provide to Tenant, a **60-day written notice** to: (a) non-renewal of Lease and termination as of Lease End Date, or (b) Lease renewal offer to be accepted by Tenant not less than 45 days prior to Lease End Date. Tenant shall provide a **45-day notice** if they intend to vacate, to Landlord prior to the expiration of the Lease Term or the conclusion of any renewal term.

1.5 MANAGEMENT. Freedom Property Management LLC ("Managing Agent"), is authorized to manage the Premises and collect Rent on behalf of Landlord and shall exercise all rights of Landlord under this Lease.

1.6 FAILURE TO PAY RENT. Tenants failure to pay any installment of Rent when due constitutes a default under Lease. If Tenant does not pay Rent within five (5) days after the Landlord has given a default Notice to Tenant, Landlord may terminate Lease and proceed to obtain possession of Premises in accordance with the law and seek such damages and other remedies as may be appropriate under Lease and the VRLTA.

1.7 EARLY TERMINATION. Tenant shall not be released from liability for Rent and other charges due during Lease Term unless Landlord agrees in writing to release Tenant from such liability. If Tenant vacates prior to the end of Lease Term, Tenant shall still be responsible for what would have been the Rent for the balance of the Lease Term, including utilities, maintenance and any physical damage to Premises and such other remedies as may be appropriate under Lease and Virginia Law.

1.8 SECURITY DEPOSIT. Tenant agrees to deposit the sum of **\$0.00** ("Security Deposit") to be held by Freedom Property Management and Sales LLC; due no later than 5pm on the business day prior to the Lease Start Date, and payable in certified funds.

1.9 JOINT AND SEVERAL LIABILITY. Tenant hereby covenants and agrees that his or her obligations under this Agreement are and shall be joint and several. Tenant understands and agrees that the term

“Tenant” is meant to include each of them jointly and severally. Furthermore, the act of or notice from, refund to, or signature of any Tenant with respect to the tenancy, this Agreement, or any renewal, extension, termination, amendment, or modification of this Agreement shall be binding upon each and every Tenant executing this Agreement with the same force and effect as if all Tenants had so acted, signed, given, or received such notice or refund.

1.10 RENTAL APPLICATION ACCURACY. Tenant warrants that the statements made on the Rental Application ("Application"), which are made a part of Lease, are true and accurate representations and acknowledges that such representations have been relied upon by Landlord. If any material facts in Application are untrue or inaccurate or incomplete, Landlord shall have the right to: (a) immediately terminate Lease, (b) hold Tenant liable for any and all damages to persons, property or the Premises, (c) exercise all legal and equitable rights and remedies, and (d) recover reasonable attorney's fees and costs and all costs incurred to reclaim the Premises and to rent the Premises to another tenant.

1.11 USES. Tenant will use the Premises solely as a single-family residence for only those persons listed on Application, authorized occupants listed in Section 1.12 and those children born, adopted, or placed under the legal care of Tenant hereafter. No portion of the Premises shall be sublet or assigned without the prior written consent of Landlord. Occasional visits by guests, not to exceed 2 weeks during any consecutive 12 month period, are permitted without the prior written consent of Landlord. Tenant shall not use nor allow the Premises to be used for any disorderly or unlawful purposes and shall comply with all applicable laws, ordinances and rules and regulations of the Landlord and/the Association (as hereinafter defined). Lease may be terminated at the option of Landlord in case of any nuisance, excessive noise, disturbance or conduct that in the opinion of Landlord is offensive to any other tenant or occupant of the building or neighborhood. Tenant expressly agrees not to allow controlled substances or illegal drugs of any type or paraphernalia used in connection with such substances on the Premises, whether known by Tenant or not. Landlord has the right to terminate the Lease where an immediate threat exists that materially affects the health or safety of either Landlord or other tenants. The sale or disposition of dangerous drugs or drug paraphernalia on the Premises shall be considered such an immediate threat, whether or not there has been a criminal conviction for such conduct. Landlord may give Tenant Notice of termination requiring Tenant to vacate the Premises within 72 hours of the date of such Notice. Tenant shall vacate and surrender possession of the Premises to Landlord within such 72 hour period.

1.12 AUTHORIZED OCCUPANTS. Tenant agrees that only those persons listed below shall occupy the Property (lease holders excepted):

<i>Name</i>	<i>Date of Birth</i>
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1.13 EMERGENCY CONTACT. Tenant who is the sole occupant of the Property becomes incapacitated and is unable to communicate to Landlord on their own behalf, Landlord recognizes party listed below as Emergency Contact. Recognized party has limited access to the Property and communication rights without authorized order of a circuit court to handle probate matters for the incapacitated Tenant. Recognized party has authorization to temporarily obtain access into the Property, pay Rent and/or Additional Rent on Tenant's behalf and request reasonable maintenance in the interim.

Emergency Contact Name	Emergency Contact Phone Number

****Note: Emergency Contact cannot be a Tenant or Authorized Occupant.**

1.14 HOLDING OVER. Should Tenant remain in possession of Premises at the expiration or termination of the Lease Term without Landlord's consent Tenant will become a holdover Tenant and shall be liable for any and all actual damages sustained by Landlord as a result of Tenant's holding over, including, without limitation; holdover rent equal to 100% of the per diem of the monthly Rent for each day the Tenant remains in possession of Premises after the termination date; costs payable to a new Tenant for moving, storage, meals, lodging, mileage (if applicable); damages sustained by Landlord from lost opportunity to rent or convey Premises to third party; and reasonable attorneys' fees and court costs. In addition, Landlord shall have the right to receive from Tenant , as liquidated damages , rent for the period of the Tenant's holding over in an amount equal to one 150% of the per diem of the monthly Rent, for each day Tenant remains in possession of Premises after the termination date.

1.15 ANIMALS. No animals will be brought on the Property without the prior consent of the Landlord. In the event that an animal is to be present at the Property, the Tenant shall submit a Pet Application. Tenant shall further provide to Landlord the most recent veterinarian records including, but not limited to, current vaccinations and spay/neuter procedures. If the pet is approved, the Tenant shall execute a Pet Addendum and shall pay to Landlord, as Additional Rent in accordance with Paragraph 1.3, an additional monthly Pet Rent. Tenant may also pay an additional refundable Deposit as well as a one-time Lease Modification fee and Pet Lease fee. Service and/or assistance animals are not considered pets and are exempt from the Pet Application Fee and monthly Pet Rent; however, Tenant shall execute a Service/Assistance Animal Addendum prior to the animal being present at the Property. Animals belonging to visitors and/or people not parties to this Agreement are strictly prohibited.

1.16 HOMEOWNERS', CONDOMINIUM ASSOCIATION OR COOP. _____ (Check if applicable) This property is subject to a Homeowner Association; Condominium Association; or Cooperative. Tenant must obey the rules and regulations of the _____ Association, which will be provided to Tenant prior to occupancy. Tenant's failure to comply with the requirements and/or rules and regulations of Association shall constitute a breach of Lease. Tenant shall pay all costs incurred to cure such a breach. Lease grants Tenant the right to use the allowable common areas and facilities of Association for Lease Term, provided that Tenant pays any additional user fees. Landlord agrees to complete the necessary forms for Tenant to obtain or use Association recreation facilities and services. Tenant likewise agrees to complete and sign any forms required by the Association. Tenant agrees to pay all applicable move-in and move-out fees and applicable elevator or amenity fees. Tenant acknowledges that any elevator may require to be reserved during Tenant's move-in and move-out. Tenant will call the Association at **Phone Number** _____ to schedule the move. Moving days and hours may be restricted. Tenant will comply with all maintenance requirements of the Association and provide access for contractor inspections. Tenant agrees to register cars, bicycles and pets with Association, as required.

1.17 VEHICLE PARKING. No motor vehicle, trailer or motorcycle shall be parked on the property without current license plates and jurisdictional stickers. All such vehicles must be in operating condition. Vehicles may be parked only in garages, driveways, assigned spaces, along the street, or as required by the Association rules or by local law.

1.18 UTILITIES AND SERVICES. Tenant must make any required deposits and pay for the following utilities and services during Lease Term: _____. Landlord certifies to Tenant that the following utilities and services are INCLUDED with their Lease: _____. Utilities MUST remain on through the final day of your Lease, unless otherwise authorized by Landlord. **All utilities will be transferred to Tenant's name prior to the start of the Lease Term. Proof of account(s) must be provided prior to possession being granted.**

1.19 LANDLORD MAINTENANCE. Except as otherwise noted, Landlord shall maintain the Premises in compliance with the Uniform Statewide Building Code and shall be responsible for repairs not due to the fault or negligence of tenant. Landlord shall provide as part of the Premises any existing built-in heating and central air conditioning equipment, plumbing and lighting fixtures, sump pump, installed wall-to-wall carpeting, smoke and heat detectors, sump pumps, exterior trees and shrubs and such other items as listed below. All other fixtures and appliances are provided in 'As-Is" condition and need not be repaired, replaced or maintained by Landlord. Those items listed "As-Is" are provided in as-is, where-is condition, with any existing faults.

APPLIANCES Included: _____

"As-Is" ITEMS: _____

1.20 SMOKE & CARBON MONOXIDE ALARMS. Landlord certifies to Tenant that smoke alarm(s) have been installed in accordance with the law. Landlord shall further, no more than once every twelve (12) months, provide Tenant with a certificate stating that all smoke alarms are present, have been inspected, and are in good working order. Tenant shall check smoke alarm(s) periodically during the tenancy, replace batteries as needed and report any malfunctions in the smoke alarm(s) to Landlord in writing. Within 5 days of receipt of written Notice from Tenant that a smoke alarm is defective or needs repair, Landlord, at Landlord's expense, shall provide for the service, repair or replacement of smoke alarm.

A. Tenant has the right to request Landlord to install carbon monoxide alarm(s) at Tenant's sole cost and expense in accordance with the law. Landlord shall maintain any carbon monoxide alarm installed by Landlord.

B. Tenant shall not remove or tamper with a properly functioning carbon monoxide alarms or smoke alarms, including removing any working batteries, so as to render the alarms inoperative.

C. Landlord is not responsible in any way for the installation or use of a carbon monoxide alarm installed by Tenant, and Tenant agrees to indemnify and hold Landlord harmless from any and all claims or losses arising from the installation or use of the carbon monoxide alarm.

1.21 SECURITY DEPOSIT DISPOSITION. Landlord may apply Security Deposit to the payment of accrued Rent and the amount of any damages caused by Tenant, including but not limited to, physical damages, appropriate charges to Tenant not previously reimbursed to Landlord, and actual damages for breach of Lease including attorneys' fees and costs. Landlord has the right to apply Security Deposit to non-Rent items first, and then to any unpaid Rent.

A. Within 45 days after the termination of the tenancy and Tenant's vacating the Premises, Landlord shall (1) provide an itemized statement of estimated deductions to be charges against Security Deposit and (2) return Security Deposit to Tenant, less any deductions provided that Tenant has complied with all the terms and conditions of Lease and within the VRLTA.

B. If the damages to the Premises exceed the amount of Security Deposit and require the services of a third-party contractor, Landlord shall give written notice to Tenant advising of the fact within a 45 day period. If such notice is given, Landlord shall have an additional 15 day period to provide an itemization of the damages and the cost of repair.

C. There shall be no interest due and payable on security deposits held under this Lease and in accordance with the VRLTA.

D. Tenants shall pay the costs of repairs, replacements or other damages that exceed Security Deposit.

E. Forwarding Address. Tenant shall provide Landlord written notice prior to vacating the Premises of the forwarding address so that Landlord can forward to Tenant a statement explaining the disposition of Security Deposit prior to the end of the 45 day period. If Tenant fails to give notice of a forwarding address, Landlord will send Security Deposit statement to the last known address of Tenant, but will retain Security Deposit refund, if any, until Tenant notifies Landlord of the appropriate address. If no forwarding address is provided to Landlord, upon the expiration of one year from the date of the end of the 45-day time period, the balance of such security deposit shall escheat to the Commonwealth of

Virginia. Upon payment to the Commonwealth, Landlord shall have no further liability to any Tenant relative to the security deposit.

F. Landlord shall provide notification to Tenant of the name, address and telephone number of the New Managing Agent or new Landlord in the event of a change in rental management or the sale, transfer or assignment of Landlord's interest in the Premises or in Lease. In the event of a sale, transfer or assignment of Landlord's interest in the Premises or Lease, Landlord shall transfer Security Deposit and be released from all liability in connection with Lease. Tenant shall request the return of Security Deposit from the new Managing Agent or Landlord.

G. If during Lease Term, including any extension or holdover, any part of Security Deposit is used by Landlord in accordance with the terms of Lease or applicable Law, Landlord shall provide notification to Tenant of such use and shall provide an itemized list of charges within 30 days. Tenant shall immediately deposit with Landlord a sum equal to the amount used so that the full Security Deposit is on hand at all times during Lease Term.

1.22 ENTRY AND INSPECTION. Landlord or their designated representative(s), upon reasonable notification to Tenant and at reasonable times, may enter the Premises in order to do any of the following:

- A. In case of emergency;
- B. To make necessary or agreed repairs, decorations, alterations, improvements, supply necessary or agreed services, show the Property to potential or actual buyers, lenders, tenants, workers or contractors;
- C. When tenant has abandoned or surrendered the Property;
- D. Perform periodic inspections throughout the Lease Term.

Unless impractical, Landlord will give Tenant at least 72 hours' notice of routine maintenance to be performed that has not been requested by Tenant. Such routine maintenance will be performed within 14 days of delivery of notice, and the notice must state the last date on which the maintenance may possibly be performed. Whenever possible Landlord will arrange for contracted workers to coordinate with Tenant the time and date when workers may enter Premises in order to accomplish repairs or services. It then will be Tenant's responsibility to ensure that these workers have access to Premises at a time and date convenient to both Tenant and workers during the regular business hours of the firm doing the work.

Tenant shall remove or secure any animals on the Premises when property is to be accessed. If Tenant refuses to allow or prevents access, Tenant shall bear any additional expense, such as after-hours or overtime fees, incurred by Landlord. Refusal of Tenant to allow access is a breach of the Lease. Landlord may take legal action to compel access or may terminate Lease. In either case, Landlord may recover actual damages sustained and reasonable attorneys' fees.

In addition, Landlord may (a) place a "For Sale" or "For Rent" sign upon the Premises and a REALTOR® Lockbox/Keysafe; (b) upon reasonable notification to Tenant and at reasonable times, to show the Premises to prospective purchasers 90 days prior to the end of Lease Term or to prospective tenants 60 days prior to the end of Lease Term; and (c) upon reasonable notification to Tenant and at reasonable times show property to prospective purchasers at any time within Lease Term by appointment. Buyer agents and tenant agents are authorized to show the Premises under this section.

1.23 MOVE-IN INSPECTION. Within 5 days after the beginning of Lease Term, Landlord shall submit a written report to Tenant itemizing the condition of the Premises at occupancy, including the identification of any visible evidence of mold. This report is for information only and does not constitute an agreement to decorate, alter, repair or improve the Premises. Any request for repairs must be submitted separately in writing to Landlord. **This report shall be deemed correct unless Tenant submits additional items in writing to Landlord within 5 days after receipt of the report.** If Tenant does not object to any item on Landlord's move-in inspection report, then Tenant thereby agrees that the Landlord's move-in inspection report is deemed to be correct, including, but not limited to, that there is no visible evidence of mold in the Premises.

If Landlord's move-in inspection report states that there is visible evidence of mold in the Premises, Tenant has the option to not take possession and terminate the tenancy or to remain in possession of the Premises. If Tenant requests to take possession, or elects to remain in possession of the Premises, notwithstanding the presence of visible evidence of mold, Landlord shall promptly remediate the mold condition no later than 5 business days thereafter and re-inspect the Premises to confirm there is no visible evidence of mold in the Premises. A new move-in inspection report will reflect that there is no visible evidence of mold in the Premises.

1.24 TENANT OBLIGATIONS. Throughout the Lease Term, Tenant must keep Landlord informed of Tenant's telephone numbers and email address. Tenant hereby agrees to always maintain an email address and to monitor the same.

A. Absence. Tenant must provide a written notification to Landlord if the Tenant intends to be absent from the Property for more than fourteen (14) consecutive days. If the tenant fails to notify Landlord of an absence from the Property of more than fourteen (14) days' duration, Landlord may consider the Property abandoned. Tenant shall be responsible for the cost of any security checks of property during any prolonged absences.

B. Service Calls. Tenant will be responsible for service call invoices associated with service calls incurred as a result of the Tenant's failure to keep appointments with service persons that require access in order to make scheduled repairs. Additionally, Tenant will be responsible for service call invoices associated with unnecessary service calls. **Any request for repair shall be deemed to mean that Tenant has given permission to enter the Property to make the repair.** ***Note "Unnecessary Service Call" includes a service call where a trusted technician dispatched by Landlord concluded that there is no repair needed or the item reported to be malfunctioning is in fact working correctly and also includes any overtime charges as a result of Tenant's failure to provide access during normal business hours.*

C. Negligence. The Tenant shall pay for any repairs or replacements made necessary due to deliberate, accidental or negligent acts or omissions of the Tenant, Tenant's guests or invitees, or Tenant's animals.

D. Smoking. Tenant(s) and/or Tenant(s) guests **MAY NOT** smoke, use electronic cigarettes or "vape" on, in or around Premises. Premises, in this case extends to attached or unattached garage(s) or sheds, shared community hallways or foyers, or any area in or around the home which may allow the smoke to enter the home. Tenant assumes all liability for any and all damages caused by smoke/smoking.

E. Winterizing. Tenant must never turn heat below 55 degrees in cold weather, to avoid frozen pipes. Tenant must drain and winterize outside water spigots and outdoor irrigation systems before the first freeze each fall.

F. Bulbs & Filters. Tenant must furnish and replace all light bulbs as needed inside and outside the property, replace the refrigerator filters every six (6) months, replace humidifier filters annually, and replace all HVAC filters every sixty (60) days.

G. Interior Maintenance. Tenant must maintain all of the carpeting and flooring in a clean and good condition. Tenant will replace or pay for replacement of any broken glass, screens and blinds that were previously intact. Tenant shall use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, appliances, and facilities in the Property and shall maintain the utility services paid for by Tenant at all times during the Lease Term. Tenant shall be responsible for any and all damages caused by Tenant's failure to comply with this requirement.

H. Plumbing. Tenant must clear clogged or jammed garbage disposals, clear all the drains including toilets and maintain caulking around tubs and showers. In the event the Property's plumbing freezes or becomes obstructed as a result of non-compliance by the Tenant, or Tenant's guests or invitees, all repairs of frozen pipes and the cleaning of the obstructions will be Tenant's responsibility including any additional costs associated with repair such as drywall, paint, carpets, water extractions, etc.

I. Appliances. Tenant shall keep all appliances and equipment in good and clean condition with the exception of reasonable wear and tear. Tenant shall not remove or relocate any major

appliances or equipment provided by Landlord. Tenant shall not install or use any other major appliances or equipment other than those provided by Landlord in the Property without prior written consent. Where applicable, Tenant shall be responsible for adding salt to the water softener as necessary.

J. Mold. In accordance with Section 55.1-1227(10) of the Act, Tenant will use reasonable efforts to maintain the Property in such condition to prevent accumulation of moisture and the growth of mold, and to promptly notify Landlord in writing of any moisture accumulation that occurs or of any visible evidence of mold discovered by Tenant. Tenant does hereby release Landlord from any and all claims of liability to Tenant, or Tenant's guests or invitees, and does hereby agree to indemnify and hold Landlord harmless from and against any and all loss, damage, suit, claims, costs (including reasonable attorney's fees and costs at all tribunal levels) or other liability whatsoever resulting from Tenant's failure to comply with the provisions of subsection or any other provisions of the law. Landlord shall provide Tenant with a copy of a summary of information related to mold remediation occurring during the Lease Term and, upon request by Tenant, make available the full package of such information and reports not protected by attorney-client privilege.

K. Exterior Maintenance. Tenant will irrigate and maintain any surrounding grounds, including lawns and shrubbery if they are for the Tenant's exclusive use. Tenant shall keep the grass on the Property neatly mowed on a regular basis. Tenant shall trim all bushes on as-needed basis, keep flower and mulch beds free of weeds/volunteer trees and maintain at least 1" of mulch coverage at all times. Tenant shall promptly remove garbage, trash, fallen leaves and other debris from the Property. Tenant shall remove snow and ice from all sidewalks, driveways and parking spaces adjacent to the Property. Tenants shall not place or permit any obstacles or obstructions on said sidewalks, driveways and parking spaces.

L. Trash. Garbage must be placed in plastic bags, securely tied to prevent spillage and placed in garbage bins for pick up. **It is mandatory that a tenant maintains a proper trash service throughout the duration of this Lease or any foregoing renewals or extensions.**

M. Insects and Pests. Tenant shall maintain the Property in a manner as to prevent the infestation of household pests and rodents during occupancy. Tenant is responsible for eliminating insects and pests including but not limited to fleas, ticks, bed bugs, roaches, silverfish, ants, crickets and spiders. Tenant will also be responsible for the removal of rodents such as squirrels and mice, except where there is a visible point of entry. Except for the costs of any regularly scheduled pest treatments provided by Landlord, Tenant shall be responsible for the costs of any insect or pest treatment necessary in the Property, which amount shall constitute Additional Rent and must be paid by Tenant with the next monthly payment after receipt by Tenant of an invoice from Landlord. Tenant who has concerns about specific insecticides or pesticides shall notify Landlord in writing no less than 24 hours before any scheduled insecticide or pesticide application. Tenant does hereby release Landlord from any and all claims or liability to Tenant, or Tenant's guests or invitees, and does hereby agree to indemnify and hold Landlord harmless from and against any and all loss, damage, suit, claims, costs (including reasonable attorney's fees and costs at all tribunal levels) or other liability whatsoever resulting from Tenant's failure to comply with the provisions of subsection or any other provisions of the law.

N. Keys. Tenant will not rekey, change locks, add additional locks or install security systems without Landlord written approval. Lost keys will be replaced at Tenant's expense along with any lockout service charges charged by a locksmith.

O. Rules and Regulations. In the event that the Property is a portion of a building containing more than one unit, or is located in a common interest development, Tenant agrees to abide by all applicable rules, whether adopted before or after the date of this Agreement, including rules with respect to noise, odors, disposal of refuse, animals, parking and use of common areas. Tenant shall not keep, store or permit on the Property any highly combustible or explosive materials and/or cause or permit the existence of any condition which will increase the risk of damage to the buildings, grounds, appurtenances, fixtures, and/or equipment of the Property by fire and/or explosion which may increase the rate of the Landlord's Fire Insurance.

P. Painting and Alterations. Tenant will not drive nails or other devices into walls, a reasonable number of picture hanger nails will be permitted. Tenant will not paint, paper or otherwise redecorate or make alterations to the Property without the prior written consent of Landlord.

Q. Maintenance and Repairs. Tenant acknowledges that, unless Landlord is notified immediately upon occupancy of the Property, it is assumed that Property including the furniture, furnishings and appliances are in good working order and repair. Tenant will keep the Property in a clean/sanitary and odor-free condition and will immediately notify Landlord of any damage to the Property or its contents, or any inoperable equipment or appliance. Tenant will surrender the Property, at termination in as good condition as was received, normal wear and tear is accepted.

R. Ordinance Statutes. Tenant will comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may later be in force, regarding the use of the Property. If the Property is located in a rent control area, the Tenant should contact the Rent Arbitration Board for his or her legal rights.

1.25 MOVE OUT. Landlord will perform a Move Out Inspection within 48 business hours of Lease End date. Tenant must make a written request to Landlord to be present at such an inspection. If Tenant fails to make such request, Landlord will proceed to do the Move Out Inspection without Tenant being present. Landlord reserves the right to place "Freedom Property Management and Sales" advertisement upon the Property and exhibit the Property to prospective clients (including, without limitation, placing a lockbox on the Property). Tenant shall cooperate with Landlord in making the Property available for showings, which shall be conducted at reasonable times with reasonable notice to the Tenant. If Tenant without reasonable justification, refuses to permit Landlord to exhibit the Property for sale or lease, Landlord may recover damages, costs and reasonable attorneys' fees.

At the conclusion of the Lease Term, Tenant will surrender the Property in good, clean, odor free, and operating condition, ordinary wear and tear accepted. Prior to the Lease End date, Tenant shall:

- A. Ensure that the Premises, including kitchen, baths and all appliances, floors, walls and windows, are thoroughly cleaned, that grass is cut, beds are mulched and free of weeds, and shrubbery is pruned. Condition of the property should be move-in ready for new Tenants.
- B. After all furniture has been removed from the home, carpets must be professionally cleaned by a company acceptable to Landlord. Additional carpet deodorizing treatments may be necessary if Animals were in the home. Tenant must provide a paid receipt upon request at move out.
- C. Have wood-burning fireplace(s) and chimney(s) cleaned by a professional company acceptable to Landlord and provide copies of all paid receipts.
- D. Eliminate all household pests and vermin from the interior of the Premises. Have the Premises professionally treated for fleas and ticks, if animals have been present, and provide paid receipt.
- E. Install clean air filters on furnace and air conditioning units, and new refrigerator water filter. Have all light bulbs, carbon monoxide alarms and smoke alarms in working order.
- F. Return all keys, garage door openers, passes and documents provided.
- G. All trash and debris must be removed from inside and outside of the Property. Exterior trash and recycle bins should be empty.
- H. If such cleaning and removal of trash is not accomplished by the Inspection date, action deemed necessary by Landlord to accomplish the same shall be remedied at Tenant's expense.
- I. Provide to Landlord proof of payment of final utility bills.
- J. Return property with fuel tanks filled to the same level as received at move in, and provide receipt to document.
- K. Other: _____

If the property is NOT ready for the inspection at the time of the scheduled walkthrough or if the property must be re-inspected as a result of Tenant not complying with the terms of this Agreement, a **\$100** re-inspection fee will be charged to the Tenant.

1.26 INSURANCE REQUIREMENTS. For the duration of the Lease Term, Tenant is required to maintain the following minimum required insurance coverage:

- A. Required minimum of \$100,000 Limit of Liability for Tenant's legal liability for damage to the landlord's property for no less than the following causes of loss: fire, smoke, explosion, water damage, backup or overflow of sewer, drain or sump ("Required Insurance").
- B. Additional Liability coverage must be included for all animals approved under this Lease.
- C. Policy must be purchased from an A-rated carrier.
- D. Policy shall name as additional interest/insured: Freedom Property Management and Sales LLC PO Box 66012 Dallas TX 75266.

Tenant is required to furnish Landlord and/or Managing Agent with evidence of Required Insurance prior to occupancy of leased premises and at the time of each lease renewal period. If at any time Tenant does not have Required Insurance, Tenant is in breach of the Lease Agreement and Landlord and/or Managing Agent shall have, in addition to any other rights under the Lease Agreement, the right but not the obligation to purchase Required Insurance coverage and seek reimbursement from the Lessee for all costs and expenses associated with such purchase.

1.27 COSTS OF ENFORCEMENT, WAIVER OF EXEMPTIONS, SEVERABILITY AND STATUTORY REQUIREMENTS.

- A. Tenant shall pay all costs, expenses, fees, and charges incurred by Landlord in enforcing, by legal action or otherwise, any of the provisions of Lease, including the payment of reasonable attorneys' fees, and Tenant hereby waives the benefit of any homestead or similar exemption laws with respect to the obligations of Lease.
- B. If Tenant fails to perform any of the provisions of Lease (other than failure to pay Rent when due), or upon abandonment of the Premises, Landlord shall give written Notice to Tenant specifying the particular non-compliance and Landlord may terminate Lease not less than 30 days after Tenant's receipt of such notice unless Tenant remedies the noncompliance within 21 days in a manner acceptable to Landlord. In addition to any costs of enforcement, Landlord shall be entitled to possession of the Premises, a money judgment for Rent, damages including physical damages to the Premises and actual damages for what would have been the Rent for the balance of the Lease Term, subject to Landlord's duty to mitigate damages and re-rent the Premises, and such other remedies as may be appropriate under Lease and Virginia Law. If Landlord does not pursue Lease termination when non-compliance is noted or accepts additional Rent payments, such actions do not constitute a waiver or acceptance of the non-compliance. Landlord reserves the right to take future action against non-compliance.
- C. **Acceptance of Rent with Reservation.** If Tenant is in default under this Lease, Landlord may accept all Rent with reservation upon providing Tenant written notice of such acceptance in a termination notice, or within five (5) business days of receipt of Rent, and such acceptance of Rent with knowledge of a material non-compliance by the Tenant will not constitute a waiver of Landlord's right to terminate the Lease. If Landlord has given Tenant written notice that the Rent has been accepted with reservation, Landlord may accept full payment of all Rent, damages and other fees and still be entitled to receive an order of possession terminating the Lease as provided in Section 55-248.34:1 of the VRLTA. Provided Landlord accepts Rent with reservation in accordance herewith and Section 55-248.34:1 of the VRLTA, any payment of Rent received after judgment and possession has been granted to Landlord against Tenant, but prior to eviction, will be accepted with reservation and will be applied to the judgment amount, including the late charges, applicable costs and attorney's fees, but will not affect the pending eviction pursuant to the order of possession granted by a court of competent jurisdiction. Further, the acceptance of Rent with reservation in no way creates a new landlord/tenant relationship with Tenant.
- D. **Redemption Right.** In cases of unlawful detainer, Tenant may pay Landlord or Landlord's attorney, or pay into court all: (i) Rent due and owing as of the court date set forth in the Lease, (ii) other charges

and fees set forth in the Lease, (iii) late charges specified in the Lease, (iv) reasonable attorney fees as set forth in the Lease or as provided by law, and (v) costs of the proceeding as provided by law, at which time the unlawful detainer proceeding shall be dismissed. If Landlord owns four or fewer rental dwelling units, or up to a 10 percent interest in four or fewer rental dwelling units in the Commonwealth of Virginia, Tenant may invoke the rights granted in this paragraph no more than one time during any 12-month period of continuous residency in the dwelling unit, regardless of the term of the Lease or any renewal thereof.

- E. Material Noncompliance by Tenant Which Can Be Remedied by Repairs, Cleaning or Replacement.** If Tenant commits a material noncompliance that can be remedied by repair, cleaning or replacement, Landlord shall deliver written notice to Tenant specifying the breach and stating that Landlord will enter the Dwelling Unit and perform the work. Once the work is complete, Landlord will deliver an itemized bill to Tenant for the work, and such amounts are due as rent on the next rent due date, or if this Lease is terminated, immediate payment is due.

1.28 TRANSFER OF LANDLORD. _____ (Check if Applicable) Landlord resides outside of the Washington metropolitan area at the time that Lease is entered into. It is hereby agreed that if Landlord is transferred back to the Washington Metropolitan area by Landlord's employer or is discharged from active duty with the Armed Forces of the United States or with the National Guard, and if Landlord desires to move back into the Premises, Landlord shall have the right to terminate Lease by giving Tenant at least two months' notice in writing. In such case, Tenant shall vacate the Premises to Landlord on or before the Lease termination date specified in Landlord's written notice.

1.29 TRANSFER OF TENANT

A. Servicemembers Civil Relief Act. Transfer pursuant to the Servicemembers Civil Relief Act of 2003 ("SCRA"), as amended and under Virginia law, a tenant who is a member of the United States Armed Forces, the United States Marine Corps, or of the National Guard serving full-time duty, or a Civil Service technician with a National Guard Unit ("Military Tenant") has the right to terminate Lease if such Military Tenant (a) receives orders to depart either for a permanent change of station or for temporary duty for more than 3 months, (b) is discharged or released from active duty or from full-time duty or technician status, (c) is ordered to report to government-supplied quarters resulting in the forfeiture of basic allowance for quarters, (d) after entry into military service, or (e) receives stop movement orders in response to a local, national, or global emergency that are effective indefinitely for at least 30 days, and which prevent Military Tenant from occupying Premises.

A Military Tenant may terminate the Lease by serving Landlord with written Notice of termination stating the date when termination will be effective. The date of termination shall not be less than 30 days after the first date on which the next rental payment is due after the date on which the written Notice is delivered. In addition, the termination date shall not be more than 60 days prior to the date of departure necessary to comply with the official orders or any supplemental instructions for interim training or duty prior to the transfer. Military Tenant shall attach to Notice of termination a copy of the orders, official notification of orders, or a signed letter from the commanding officer confirming the orders.

B. Job Transfer. _____ (Check if applicable) Tenants who are not military or subject to the SCRA have the right to terminate Lease if transferred 50 miles or more (radius) from the Premises by the employer stated on Application. The termination shall be effective on the last day of the second calendar month following the month in which Landlord receives the Notice of termination. Tenant shall provide a copy of Tenant's transfer letter and/or orders, the final month's rent and the following termination or cancellation fee: (a) 1 month's rent if Tenant has completed fewer than 6 months of the tenancy as of the effective date of termination, OR (b) One-half (1/2) of 1 month's rent if Tenant has completed 6 months or more of the tenancy as of the effective date of termination.

1.30 LANDLORD'S INABILITY TO DELIVER POSSESSION TO TENANT. If Landlord is unable to deliver possession of the Premises to Tenant on the commencement date of Lease, Landlord shall not be liable to

Tenant for any damages other than to rebate any Rent by Tenant for such portion of the Term during which the Premises are not delivered to Tenant. If Landlord cannot deliver possession of the Premises or provide Tenant with an alternative residential dwelling unit acceptable to Tenant within 15 days after the commencement date of Lease, then Lease may be terminated by either Landlord or Tenant by giving Notice to the other as provided herein.

1.31 BANKRUPTCY. Subject to the requirements of the applicable federal bankruptcy law, in the event Tenant files bankruptcy, then this Lease, at the option of Landlord, shall terminate upon 30 day's written notice to Tenant.

1.32 CONDEMNATION. In the event that Premises is taken in whole or in part by governmental condemnation, this Lease will terminate as of the date possession will be taken by the condemning authority. If Tenant provides Notice to Landlord during Lease Term that Premises is in violation of an applicable building code which poses a substantial risk to the health, safety, or welfare of Tenant and if Tenant is excluded from Premises due to condemnation resulting from such violation, then Landlord will be liable to Tenant for actual damages and will refund to Tenant any prepaid Rent that had not yet become due, Security Deposit, and/or Rent paid subsequent to Premises being condemned. In all other cases, including if the condemnation was caused by an act of God or by Tenant, an authorized occupant, guest, or invitee, Tenant waives all claims against Landlord or any condemning authority due to the complete or partial taking of Premises, and will not be entitled to receive any part of any award that Landlord may receive.

1.33 DEATH OF TENANT OR LANDLORD

A. Sole (or all) Tenant's death: Lease is automatically terminated and Rent is due to Landlord through the end of the following month. Landlord, within 30 days after Tenant's death (or within 30 days of Landlord's actual knowledge of Tenant's death, if later) shall give Tenant's estate or personal representative written Notice terminating Lease and stating Tenant's death as the reason for termination.

B. Death of one (but not all) Tenants: Lease may be terminated by any party (Landlord, remaining Tenant(s), or the deceased Tenant's estate), by giving 60 days written Notice (90 days written Notice if Lease Term is more than 1 year) and a copy of the death certificate to the other party. Notwithstanding the forgoing, a surviving Tenant or a deceased Tenant's estate may terminate Lease as soon as 30 days after giving written Notice and the required death certificate. This right to terminate Lease must be exercised by any party within 30 days after Tenant's death.

C. Authorized occupants, or guests or invitees, are not allowed to occupy the dwelling unit after the death of the sole remaining Tenant and shall vacate the dwelling unit prior to the end of the 30-day period.

D. Death of Landlord (whether one or more): Lease may be terminated by the remaining Landlord or Estate of the Landlord, by giving written notice at least two months in advance (written notice at least three months in advance if Lease Term is more than 1 year). Such written notice of termination shall include a copy of the death certificate to Tenant. This right to terminate Lease must be exercised within one month after Landlord's death.

1.34 FIRE OR CASUALTY DAMAGE. In the event the Premises are damaged by fire or casualty, Tenant must promptly Notify Landlord. If Landlord determines that the damage does not render the Premises substantially impaired or in need of repairs requiring Tenant to vacate the Premises, Landlord shall repair the damage within a reasonable period of time after Notice from Tenant. Tenant must continue to pay Rent during the period of the repairs.

If Premises are damaged or destroyed by fire or casualty to an extent that Tenant's enjoyment of Premises is substantially impaired or if required repairs can only be made if Tenant vacates Premises, either Landlord or Tenant may terminate Lease by providing the other party at least 14 days' Notice of termination.

If Landlord reasonably believes that the fire or casualty was caused by Tenant, or Tenant's authorized occupants, guests, or invitees, employees or pets, Tenant shall be liable for (a) Rent through Lease Term, (b) any damages to persons, property or the Premises sustained, (c) attorney's fees and costs of any court action, and (d) such other and further remedies as are available to Landlord and Managing Agent under Virginia law.

1.35 SUBORDINATION. Lease is and shall remain subject and subordinate to all mortgages or deeds of trust now or hereafter affecting the Premises or the building in which the Premises are located and any modifications, renewals, extensions or replacements to such mortgages or deeds of trust. Although the subordination provision of this section shall be deemed automatic, Tenant shall, within 5 days after the request, execute any documents requested by Landlord to confirm such subordination. If Tenant fails to do so, Tenant irrevocably appoints Landlord as Tenant’s attorney-in-fact to execute the documents on behalf of Tenant.

1.36 NOTICE. All notices shall be in accordance with the VRLTA. Any Notice (“Notice” or “notice” or “notify”) provided for or permitted in Lease to be given by one party to the other shall be in writing and shall be delivered by U.S. mail, OR by hand delivery, OR by electronic delivery, with the sender retaining sufficient proof that such notice was given. Any notice will be given to Tenant at the address of the Premises, or the e-mail address provided to Landlord/Managing Agent. **Tenant is required to give notice to Landlord of any change in Tenant’s e-mail address(es) and phone number(s).**

Managing Agent Information

Freedom Property Management LLC
 9285 Corporate Circle Manassas, VA 20110
 703-330-1776 * info@freedompm.com

Tenant Information

Tenant Name	Mailing Address (if different than Premises)	Cell Number	Email Address

1.37 LEAD-BASED PAINT. Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not maintained properly. Lead exposure may be harmful to young children and pregnant women. If built before 1978, Tenant hereby acknowledges the receipt of the attached Lead-Based Paint Disclosure and EPA information book “Protect Your Family from Lead in Your Home”.

1.38 STATEMENT OF TENANT RIGHTS AND RESPONSIBILITIES. Pursuant to Section 55.1-1204 of the VRLTA, Tenant hereby acknowledges receipt of the “Virginia Statement of Tenant Rights and Responsibilities” which is attached.

1.39 MISCELLANEOUS. The conditions contained in Lease are binding on, and may be legally enforced by the parties, their heirs, executors, administrators, successors and permitted assigns, respectively. The captions and headings are for convenience of reference only. Lease contains the final and entire agreement of the parties and neither they nor their agents shall be bound by any terms, conditions, statements, warranties, or representations, oral or written, not contained in Lease. Any provision of Lease may be modified, waived or discharged only in writing signed by the party against which enforcement of such modification, waiver, or discharge is sought. Wherever the context requires, the singular number shall include the plural and the plural the singular, and the use of any gender shall include the other gender. If as a result of Tenant’s noncompliance with, or a breach of Lease or the law Landlord employs an attorney at law, regardless of whether a lawsuit is filed, Tenant agrees to pay Landlord’s reasonable attorney’s fees and costs in all courts of competent jurisdiction at all tribunal levels, as well as any and all costs recoverable under Virginia law.

1.40 COLLECTION SERVICING. You agree, in order for us to service your account or collect any amounts you may owe, we, our agents, assignees, third party(s) or servicing agent(s) may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. Methods of contact may include using prerecorded/ artificial voice messages and/or use of an automatic dialing device, as applicable. You agree that we, our agents, assignees, third party(s) or servicing

agent(s) may, for training purposes or to evaluate the quality of service, may listen to and record phone conversations you have with us and/or our agents, assignees third party(s) or servicing agent(s). Your account will be considered past due if not paid within 5 days of your rent due date, per your Lease agreement. In addition to the principle amount owed, should your account become past due, you agree to pay us liquidated damages calculated as twenty-five percent (25%) of the current principle balance on your account in addition to attorney's fees, court cost and interest at 6% from the date of service.

1.41 COUNTERPARTS. Lease may be executed in any number of copies or by facsimile, or email, each of which shall be considered an original but all of which together shall be the same Lease.

1.42 DIPLOMATS. Lease is **void** if Tenant is the head of a diplomatic mission or a member of the diplomatic staff of a mission, or a family member of a diplomatic staff of a mission, or administrative and technical staff or their family which entitles them to the diplomatic immunity accorded to such persons under the Vienna Convention on Diplomatic Relations unless the diplomatic immunity accorded by law has been waived in writing by an authorized representative of the sending government. **Tenant represents to Landlord that he/she is ___ OR is not ___ such a person entitled to diplomatic immunity.**

1.43 WAIVER OF RIGHT TO TRIAL BY JURY. Landlord and Tenant hereby waive the right to trial by jury in any action, proceeding or counterclaim brought by either party against the other arising out of or in any way related to the Lease.

1.44 DISCRIMINATION. Landlord and Managing Agent shall not discriminate against Tenant in the provisions of services or in any other manner on the basis of any classification protected by the laws of the United States, Commonwealth of Virginia, and applicable local jurisdiction. Landlord and Managing Agent shall abide by all applicable Fair Housing Laws and ADAA Regulations.

1.45 MEGAN'S LAW DISCLOSURE. Tenant should exercise whatever due diligence Tenant deems necessary with respect to information on sexual offenders registered under Chapter 9 (§9.1-900 *et seq.*) of Title 9.1 of the Code of Virginia. Such information may be obtained by contacting your local police department or the Department of State Police, Central Records Exchange at (804) 674-2825 or vspsor.com.

1.46 ADDITIONAL TERMS AND CONDITIONS:

1.47 ADDITIONS. The following forms, if ratified and attached, are made a part of this Lease. This list may not be all inclusive of addenda that may need to be attached.

- Management Policies
- Move Out Checklist
- Resident Benefits Package Addendum
- Virginia Statement of Tenant Rights and Responsibilities
- Disclosure and Acknowledgement of Information on Lead-Based Paint and/or Lead-Based Paint Hazards
- EPA Lead Pamphlet
- Damage Addendum
- Pet Addendum
- Assistance Animal Addendum
- Sight Unseen Acknowledgement
- Pool Addendum
- Lease Addendum

Other: _____

ELECTRONIC SIGNATURES. _____ / _____ If this section is initialed by both parties, then in accordance with Uniform Electronic Transactions Act (UETA) and the Electronic Signatures in Global and National Commerce Act, or E-sign, regarding electronic signatures and transactions, the parties do hereby expressly authorize and agree the use of electronic signatures as additional method of signing and/or initialing this Agreement and any addenda or amendments. The parties hereby agree that either party may sign electronically utilizing an electronic signature service.

CAUTION TO ALL PARTIES: THIS LEASE, WHEN SIGNED BY ALL PARTIES, IS A BINDING LEGAL OBLIGATION. DO NOT SIGN WITHOUT FULLY UNDERSTANDING IT. CONSULT AN ATTORNEY IF YOU HAVE ANY QUESTIONS.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Landlord: _____

Date: _____

Freedom Property Management and Sales, LLC; Per Property Management Agreement



MANAGEMENT POLICIES

2.1 MAINTENANCE POLICY. Freedom Property Management and Sales will arrange for all maintenance and repairs to the Premises in accordance with this Lease, the VRLTA and the Building Code.

2.1.1 REPAIR CONTRACTORS. All repair contractors, vendors, tradespeople and other individuals performing maintenance (collectively referred to as 'team member') and repairs on the Premises, while Tenant occupied, will be professionals, carrying the appropriate license and insurance for their trade of work. When you request maintenance, we assign the appropriate team member who will then contact you directly to schedule a time to evaluate or complete the repair. Team members work normal business hours of Monday - Friday 8am-5pm. Requests for appointments in the evening or weekends may result in an overtime charge applied to your account.

2.1.2 STANDARD MAINTENANCE. Non-emergency maintenance requests can be placed by calling the office, 703-330-1776 or by placing a Maintenance Request through your online Tenant portal.

Requests during weekends and holidays will be triaged on the morning of the next business day. Requests are managed based on severity of the issue, but we do everything we can to coordinate a solution for you as quickly as possible.

When you have an appointment scheduled please be sure to meet our team member at the agreed upon time. *Notify the team member directly of any rescheduling need as quickly as possible but a minimum of 4 hours in advance of the appointment.* **If you do not meet the team member at the agreed upon appointment time, you will be charged a fee for the missed appointment.**

Our team member will identify the cause of the problem and offer a strategy for the repair. If the source of the repair issue is caused by Tenant negligence or if our team member determines that the repair is not necessary, the invoice will be billed to you, for payment within 30 days. Otherwise, all maintenance is billed to the Landlord.

2.1.3 EMERGENCY MAINTENANCE. If you are experiencing an emergency that affects the basic livability or safety of your home, please call our main number **703-330-1776**. You'll be directed accordingly. Just as in standard maintenance, the team member will reach out to you directly and coordinate coming to the property.

Emergencies Include:

- Fires (CALL 911 FIRST)
- Serious flooding (defined as pooling, running water and/or leaks)
- Major electrical outages
- Sewage back ups
- Storm damage that threatens the exterior of the house OR has intruded on the house
- Heating or AC not working in extremely hot or cold temperatures
- Break in condensation line
- Leaking or exploded water heater
- Broken/burst water pipes

2.2 KEY POLICY. Keys to your home are kept at the Freedom Property Management and Sales office. Your Landlord also reserves the right to maintain keys.

2.2.1 LOST KEYS & LOCK OUT. 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 by the following business day. If the lockout occurs during non-business hours, you will need to call a locksmith to gain access.

2.2.2 LOCK CHANGE. Should you desire to change the locks on your home this may be done only with prior permission from the Landlord and will be done at your expense. The original of the new key(s) and one copy must be given to Landlord. This applies also to changes to, or installation of; security systems, garage door opener codes, and key pad entry locks.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Landlord: _____

Date: _____

Freedom Property Management and Sales, LLC; Per Property Management Agreement



MOVE OUT CHECKLIST

Freedom Property Management realizes that wear and tear come with everyday life and we take this into account in your Move-Out walk through. The initial inspection at Move-In records any damages to the home at that time. Here are the items we will be evaluating upon Move-Out:

General

- Air Vents & Air Filters** – Free of dust and fresh filters in place.
- Baseboards** – Clean and dust free .
- Doors** – Interior and exterior must be clean including but not limited to; door jams, door knobs, threshold and side lights.
- Carpeting** – Must be professionally cleaned and deodorized by a contractor approved by Landlord, receipt required.
- Fireplace/Wood Stoves** – Woodburning fireplaces and stoves must be professionally cleaned and inspected, receipt required.
- Flooring** – Vinyl and tile floors must be swept and mopped. Hardwood floors should be swept and damp mopped *DO NOT STRIP/WAX HARDWOOD FLOORS* All unfinished or concrete areas must be swept free of cobwebs and debris.
- Light Bulbs** – Should be replaced wherever bulbs are needed with compatible light bulbs, inside and outside.
- Light Fixtures** – Interior and exterior light fixtures must be dust free and cleaned including ceiling fans and blades.
- Outlets and Switch Covers** – Replace any damaged or broken receptacles (should match existing) and clean all covers to be free of dust and grime.
- Smoke & Carbon Monoxide Alarms** – All should be cleaned, with fresh batteries and in working order.
- Trash** – All trash must be removed from premises and disposed of. Exterior trash bins must be empty.
- Walls** – Must be wiped clean of dirt and grime. Nails are to be removed and holes to be patched to match surrounding walls.
- Windows** – Interior and exterior glass to be cleaned in every room, window tracks should be dusted and free of debris, screens should be cleaned and replaced/repared where damaged.
- Window Sills and Window Treatments** – Should be dusted and cleaned in every room. Blinds and curtain rods should be clean and free of dust and replaced/repared where damaged. All Tenant installed window coverings should be removed. Any Landlord curtains should be laundered and rehung.

Kitchen

- Cabinets and Drawers** – All items must be removed and cabinets and drawers thoroughly cleaned.
- Countertops and Backsplashes** – Cleaned, free of grease, debris or food particles.
- Dishwasher** – Ensure appliance is in operation, clean inside and outside, and sanitized.
- Garbage Disposal** – All debris should be removed and odor free, should be in proper operating condition.

- Stove Top and Oven** – Racks and broiler pan should be completely wiped down and oven thoroughly cleaned of any debris, appliance pulled from wall and floor underneath cleaned. Oven light should be working.
- Refrigerator** – Interior and exterior washed throughout, removing all bins and racks for cleaning, appliance pulled from wall and floor underneath cleaned. Water filter replaced and light bulbs in working order. Empty ice container and turn off icemaker. Do not disconnect refrigerator from power source.

Bathrooms

- Toilets** – Entire fixture should be scrubbed and sanitized with all stains removed.
- Sinks/Faucets/Mirror** – Should be cleaned and free of streaks or spots.
- Bathtubs>Showers** – Clean and removed all stains, dust, mineral deposits and/or soap residue, remove and reapply caulk/grout tubs as necessary.
- Floors** – Ensure floor is swept and mopped.
- Exhaust Fans/Light Fixtures** – Cleaned and free of dust.

Exterior

- Yard Maintenance** – Yard should be mowed, weed-eated and flower beds should be free of weeds and mulched to 1” coverage. Shrubs should be pruned and all leaves removed from the property.
- Trash/Debris/Leaves** – Remove all personal belongings from the yard and dispose of all trash and debris.
- Carports/Garages/Patios** – Sweep and remove all personal items/debris.

Additional Notes

- Utilities** – Must remain in your name until the next business day after the expiration of your lease.
- Pests** – If there is an infestation of pests the issue will need to be addressed prior to your move out.
- Additional Inspections** – Any revisit by the property management team due to incomplete move out requirements will result in a charge of \$100.00 to the tenant.
- New Filters** - All HVAC filter locations, humidifier filter (if applicable), whole house water filter (if applicable), refrigerator filter (if applicable).
- Animal Requirements** - Yard must be left free of waste, and all grass and yard damage repaired, interior flea and tick treatment (receipt required from professional pest control).

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Landlord: _____

Date: _____

Freedom Property Management and Sales, LLC; Per Property Management Agreement