



PROPERTY MANAGEMENT

2830 E. John St. Appleton, WI 54915 • 920-749-4902

Rental Agreement

This Rental Agreement identified below is entered into by and between the Landlord and Tenant (referred to in the singular whether one or more) on the following terms and conditions:

1. **Parties.** Landlord: _____ Tenant(s): _____
Address
c/o Coldwell Banker Real Estate Group
Property Management
2830 E. John St.
Appleton, WI 54915
Property:
2. **Terms.** The term of this Rental Agreement shall be _____. The first day of the Rental Agreement term is _____ and terminates on _____, at 10:00 A.M. With a move-in date of _____.
3. **Rentals.** Rent is payable at _____ per month. Rent is due on or before the first day of each month during the term of this Rental Agreement. Rent shall be paid to Landlord at the address listed above.
4. **Standardized Information Check-In Sheet.** Landlord has provided and Tenant acknowledges receipt of a TenantMoveIn.com Inspection Instructions to Tenant. After Tenant moves into a unit, your new property manager will invite you to complete your own move-in inspections. You will receive a welcome email including your username, password, and links to download the mobile app, *Tenant Move In*. This needs to be completed in full, signed and submitted within seven (7) days of occupancy. This notifies Management of any problems or defects to the unit so the Tenant will not be charged for said defect at the end of the lease term.
5. **Tenant Responsibilities.** Tenants are responsible for keeping all furnished equipment in good working order, provided that the Tenant can make the repairs at a cost that is minor in relation to the rent.
6. **Utilities.** Tenant shall be responsible for and shall pay promptly all utility charges, in addition to rent, except the following:

7. **Parking.** Only two vehicle(s) per unit is permitted, unless otherwise agreed by Landlord in writing. Recreational vehicles, trucks, boats, trailers, etc. are prohibited. Repair work on vehicles is not allowed. Parking is allowed in permitted parking spaces only.
8. **Renewal of Lease Agreement.** This Rental Agreement shall not be automatically renewed. A Rental Agreement for a fixed term expires without further notice. If tenancy is to be continued beyond the stated Rental Agreement term, parties should make arrangements in advance of Rental Agreement expiration. Tenant is responsible for contacting Landlord to renew said Rental Agreement. Should Tenant decide not to renew said Rental Agreement, Tenant shall give written notice to Landlord 45 days prior to expiration of said Rental Agreement.
9. **Assignment and Subletting.** Tenant shall not assign this Rental Agreement nor sublet the premises or any part thereof. Landlord may assign this Rental Agreement.
10. **Security Deposit.** Tenant shall pay Landlord, upon execution of this Agreement a security deposit is the amount of \$_____ to be held by Manager or Landlord. The reasonable cost of repairing any damages caused by Tenant and/or cleaning the premises, beyond normal wear and tear, will be deducted from the security deposit. Security deposit money, less any amounts legally withheld, will be delivered or mailed to Tenants' last known address within 21 days after tenant vacates the premises, as described in Wis. Stat. Ss. 704.28(4). The premises is clean and free of all defects except those Tenant notifies Landlord in writing of within seven (7) days after the beginning of the tenancy. Tenant may, within seven (7) days after the beginning of the tenancy, request in writing a list of physical damages or defects, if any, charged to the previous tenant's security deposit.
11. **Vacating Premises.** Tenant agrees to vacate the premises immediately at the end of the Rental Agreement term.
12. **Abandonment by Tenant.** If Tenant shall abandon the premises before the expiration of the Rental Agreement term, Landlord shall make reasonable efforts to re-lease the premises and shall apply any rent received, less costs of re-leasing, to the rent due or to become due on this Rental Agreement, and Tenant shall remain liable for any deficiency.

13. Tenant's Obligations. During the Rental Agreement term, as a condition to Tenant's continuing right to use and occupy the premises, Tenant agrees and promises:
1.
 - a. To use the premises for residential purposes only by Tenant and Tenant's immediate family.
 - b. Not to smoke/vape within the premises.
 - c. To keep the common areas, including the yard, walkways, parking lot and laundry room, free from all litter.
 - d. Not to make or permit use of the premises for any unlawful purpose or any purpose that will injure the reputation of the premises or the building of which they are a part.
 - e. Not to use or keep in or about the premises anything which would adversely affect coverage of the premises, or the building of which they are a part, under a standard fire and extended insurance policy.
 - f. Not to make noise or engage in activities which unreasonably disturb neighbors or other tenants in the building which the premises are located.
 - g. Not to keep in or about the premises any pet, absent any written agreement by Landlord to the contrary.
 - h. To keep the premises in clean and tenable condition and in as good repair as at the beginning of the Rental Agreement term, normal wear and tear excepted.
 - i. To keep the premises in clean condition and good repair to prevent bug or rodent infestations in property.
 - j. To maintain a reasonable amount of heat (65) in cold weather to prevent damage to the premises, and if damage results from Tenant's failure to maintain a reasonable amount of heat (65) Tenant shall be liable for this damage.
 - k. Unless Tenant has received specific written consent of Landlord, not to do or permit any of the following:
 - i. Paint upon, attach, exhibit or display in or about the premises any sign or placard.
 - ii. Alter or redecorate the premises.
 - iii. Drive nails, tacks, screws or apply other fasteners on or into any wall, ceiling, floor or woodwork of the premises.
 - iv. Attach or affix anything to the exterior of the premises or the building in which it is located.
 - l. Not to permit any guest or invitee to reside in the premises for any period exceeding one (1) week without prior written consent of Landlord.
 - m. Not change any locks without the prior written consent of Landlord.
 - n. To be liable for all acts of negligence or breaches of this Rental Agreement by Tenant and Tenant's guests and invitees; and
 - o. Not to place or keep a waterbed on the premises.
 - p. Tenant is responsible for maintaining and replacing all lightbulbs on the premises.
 2. Pursuant to Wis. Stat. § 704.44(9), and Wis. Admin. Code § ATPC 134.08(9), no part of this section allows, and no part shall be construed to allow, the Landlord to terminate the tenancy of a Tenant based solely on the commission of a crime in or on the rental property if the Tenant, or someone who lawfully resides with the Tenant, is the victim, as defined in Wis. Stat. § 950.02(4), of that crime.
14. Victim of Domestic Violence. Pursuant to Wis. Stat. §704.14, Tenant is being informed that as provided in section 106.50 (5m) (dm) of the Wisconsin statutes, a Tenant has a defense to an eviction action if the Tenant can prove that the Landlord knew, or should have known, the Tenant is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related to domestic abuse, sexual assault, or stalking committed by either of the following:
- a. A person who was not the Tenant's invited guest
 - b. A person who was the Tenant's invited guest, but the Tenant has done either of the following:
 - i. Sought an injunction barring the person from the premises.
 - ii. Provided a written statement to the Landlord stating that the person will no longer be an invited guest of the Tenant and the Tenant has not subsequently invited the person to be the Tenant's guest.
 - c. A Tenant who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate the Rental Agreement in certain limited situations, as provided in section 704.16 of the Wisconsin statutes. If the Tenant has safety concerns, the Tenant should contact a local victim service provider or law enforcement agency.
 - d. A Tenant is advised that this notice is only a summary of the Tenant's rights and the specific language of the statutes governs in all instances.
15. Improvements. Tenant shall not make any improvements to premises without first obtaining Landlord's prior written consent.
16. Breach of Rental Agreement. Should Tenant fail to perform any of the terms of this Agreement, Landlord shall give Tenant written notice of such breach requiring Tenant to remedy the breach or vacate the premises on or before a date at least five (5) days after the giving of such notice, and if Tenant fails to comply with such notice, Landlord may declare this tenancy terminated and institute action to expel Tenant from the premises without limiting the liability of Tenant for the rent due or to become due under this Rental Agreement. If Tenant has been given such a notice and has remedied the breach or been permitted to remain in the premises, and within one year of such previous breach, Tenant commits a similar breach, this Rental Agreement may be terminated if, before the breach has been remedied, Landlord gives notice to Tenant to vacate on or before a date at least fourteen (14) days after the giving of the notice.
17. Rules. Landlord may make such reasonable rules of tenancy, as Landlord deems necessary. Tenant agrees to observe and comply with all such rules and any violation shall be deemed a breach of this Agreement. Landlord may make changes in the rules and shall give written notice of changes to Tenant within 10 days of such change.
18. Liability of Multiple Tenants. All Tenants, if more than one, shall be jointly and severally liable for the full amount of any payments due under this Rental Agreement.

19. Insurance. Landlord does not insure personal belongings of Tenant. Tenant agrees to take out a tenant form insurance policy. Tenant hereby waives its subrogation rights and agrees to provide Landlord with Certificate of Insurance. Failure of Tenant to provide insurance or to allow said insurance coverage to lapse would be a breach of this Agreement.
20. Sale of Property. Upon voluntary or involuntary transfer of ownership of the premises, Landlord's obligations under this Agreement are expressly released by Tenant. The new owner of the premises shall be solely responsible for the Landlord's obligations under this Agreement.
21. Entire Agreement. Nonstandard Rental Provisions, Pet Agreement or Service Animal Agreement (as applicable), Lead-based Paint disclosures (as applicable), Key Policy and the Rules and Regulation are attached to this agreement and incorporated herein by reference. There are no covenants, promises, agreements, conditions or understanding, either oral or written between the parties other than set forth in said documents. No modification, alteration, amendment, change or addition to this Rental Agreement shall be binding unless contained in a writing signed by both parties.
22. Untenantability. If the premises become untenantable because of damage by fire, water, or other casualty or because of any condition hazardous to health or safety of the Tenant, the Tenant may remove from the premises unless the Landlord proceeds promptly to repair or rebuild or eliminate the health hazard materially affecting the health or safety of the Tenant; or the tenant may remove if the inconvenience to the tenant by reason of the nature and period of repair, rebuilding or elimination would impose undue hardship on the Tenant. If the Tenant remains in possession and the condition materially affects the health or safety of the Tenant or substantially affects the use and occupancy of the premises, rent abates to the extent the Tenant is deprived of the full normal use of the premises. This does not authorize rent to be withheld in full if the Tenant remains in possession. If the Tenant justifiably moves out, the Tenant is not liable for rent after the premises become untenantable and the Landlord must repay any rent paid in advance apportioned to the period after the premises become untenantable. The parties understand this is inapplicable if the damage or condition is caused by negligence or improper use by Tenant.
23. Agency Notice. Tenant understands that any property manager, rental agent or employees thereof are representing Landlord.
24. Notice About Sex Offender Registry. You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.doc.wi.gov> or by telephone at (608)240-5830.
25. Electronic Delivery of Certain Information/Documentation. Landlord may, but is not required to, provide the following information and/or documentation to Tenant via electronic means:
- A copy of the rental agreement and any documents related to the rental agreement
 - A security deposit and any documents related to the accounting and disposition of the security deposit and security deposit refund
 - Any promise to clean, repair, or otherwise improve any portion of the Premises made by Landlord prior to entering into the rental agreement with Tenant
 - Advance notice of entry to inspect, make repairs, or show the Premises to prospective tenants or purchasers

IN WITNESS WHEREOF, the parties have executed this Rental Agreement on the _____ day of _____, 20____

LANDLORD: _____

By: _____

Agent for
Owner Coldwell Banker Real Estate Group Property
Management

Tenant: _____

Tenant: _____

Tenant: _____

Tenant: _____

Non-Standard Rental Provisions

These Non-standard Rental Provisions are made a part of the Rental Agreement entered into by and between the Landlord and Tenant:

Initials by Tenant(s)

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Provisions

1. Late Fees. Rent is due and must be received by Landlord before 11:59 P.M. on the first day of each month during the term of the Rental Agreement. There is no grace period, regardless of holidays, weekends, or otherwise. Late payments will be subject to a \$50 late fee, which may be deducted from Tenant's security deposit.

2. Returned Checks. Any payments for returned non-sufficient funds or otherwise will incur a \$35 charge. This charge is in addition to any Late Fees and may be deducted from Tenant's security deposit.

3. Litter. Tenant shall keep the common areas, including the yard, walkways, parking lot and laundry room free from all litter. This includes cigarette butts & pet waste. Tenant shall be charged a \$60 per hour maintenance fee for any such litter, in addition to any required labor costs. All such costs may be deducted from Tenant's security deposit.

4. Smoking. Smoking/Vaping is prohibited inside of the premises. If Tenant or any of Tenant's guests smoke or vape inside of the premises, Tenant agrees to pay all cleaning charges for washing/painting walls, carpet cleaning, odor removal and other damages to premises. Said charges may be deducted from Tenant's security deposit.

5. Tenant's Responsibilities for Maintenance and Repair. Tenants are responsible for keeping all furnished equipment in good working order, provided that the Tenant can make the repairs at a cost that is minor in relation to the rent. Tenant shall be responsible for all maintenance and repairs required or requested due to Tenant's neglect or failure to maintain, including, but not limited to, those listed below. Tenant shall be charged \$60 per hour for all labor required, in addition to the cost of all materials, supplies and third party charges. Tenant agrees that any and all charges may be deducted from Tenant's security deposit:

- A. Plumbing repairs from the disposal of feminine hygiene products, grease, hair, etc. Changing plumbing fixtures is not permitted.
- B. Refrigerator repairs due to failure to clean and maintain refrigerator (including animal hair); range repairs due to failure to clean and maintain range.
- C. Pest control and inspection to exterminate infestation of insects or other pests caused by Tenant's actions or inaction, including but not limited to bed bugs.
- D. Changing locks due to Tenant's request, Tenant's loss of key, Tenants change of locks or Tenant's failure to return all keys within 24 hours of vacancy. The charge for changing of a lock shall be \$75 and may be deducted from Tenant's security deposit. Tenant shall be charged \$70 for each occurrence of re-admittance due to locking themselves out of their rental property.
- E. Fines assessed by the municipality for failure to comply with any ordinances such as trash/recycling, pets, parking, snow removal and lawn care.
- F. Pet damage, including damage to yard, is grounds for security deposit withholding. If pets are permitted, pet waste must be kept picked up at all times, and pets must be attached and leashed when outside of your living unit. Municipal ordinances regarding pets must be adhered to, including licensing.

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6. Smoke Alarm/Carbon Monoxide. We value your life. Accordingly, smoke/carbon monoxide detectors must be tested and maintained and remain connected at all times. If the smoke/carbon monoxide detectors are not functioning, inform the Landlord, in writing, and it will be repaired or replaced within five (5) days of receipt of your notice. If the smoke/carbon monoxide detector is disconnected at any time, Tenant will pay landlord a \$60 reconnection fee which may be deducted from Tenant's security deposit.

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7. Additional Charges. If for any reason a 5-day, 14-day or 28-day notice needs to be posted, there will be a \$25.00 posting charge. If any change to the Rental Agreement is needed for adding or removing any roommates or pets, there will be a \$50.00 charge per amendment to the Rental Agreement.

Initials by Tenant(s)

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Provisions

8. Tenant's Responsibilities Upon Vacating Premises. Upon moving out, Tenant must restore the premises to the same condition as when moved in:

- A. Before vacating, Tenant must perform all cleaning as indicated on the attached/provided move-out cleaning checklist.
- B. Immediately upon vacating the property, Tenant agrees to deliver the keys, garage door openers, parking permits, etc., and provide the Tenant's forwarding address to the Landlord.
- C. Remove all personal property. Pursuant to WIS Stat. § 704.05(5), the Landlord may dispose of abandoned personal property in any manner that the Landlord, in its sole discretion, determines is appropriate. All personal property left behind by Tenant shall be deemed abandoned and worthless and may be disposed of by Landlord at Tenant's expense. If the personal property left behind is prescription medication or medical equipment, the Landlord shall hold the property for seven (7) days from the date of discovery. After that time, the Landlord may dispose of the property in a manner deemed appropriate by the Landlord. The medical property, however, must be returned to the Tenant promptly if requested within the seven (7) day time period.

Tenant shall be charged \$60 per hour for all cleaning and other labor required, in addition to the cost of all materials, supplies and third party charges. Tenant agrees that any and all charges may be deducted from Tenant's security deposit.

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9. Utility Accounts. Tenant gives Landlord authorization to access and obtain their account information with all utility companies during the term of the lease and for twenty-one (21) days following termination of Rental Agreement. Tenant is responsible for payment of utilities and agrees to pay said utilities in a timely manner, prior to any penalties being assessed, and to present a paid "final" receipt to Landlord. In the event Tenant does not pay said bills in a timely manner, or in the event a final receipt is not presented upon surrender, Landlord may, at its option, contact the utility provider, obtain the balance and pay the amount due and charge to the Tenant. Tenant specifically authorizes Landlord to deduct any such unpaid charges from Tenant's security deposit.

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10. Right of Entry. Landlord may enter the premises occupied by the Tenant, at reasonable times with at least 12 hours advance notice, to inspect the premises, make repairs, show the premises to prospective tenants or purchasers, or comply with applicable laws or regulations. Landlord may enter without advance notice upon consent of the Tenant, when a health or safety emergency exists, or if Tenant is absent and Landlord believes entry is necessary to protect the premises or the building in which they are located from damage. If forced entry is required due to Tenant's changing of locks or otherwise, Tenant shall be responsible for all expenses thereof, which expenses may be withheld from Tenant's security deposit.

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11. Default/Re-renting Fee. If Tenant defaults on Rental Agreement (including eviction for non-payment or any other reason and any move out prior to the end of Rental Agreement term or without proper notice), Tenant agrees to pay a fee equal to one-half (1/2) of one month's rent based on the rate of rent at time of default. Tenant specifically authorizes Landlord to deduct any such charges from Tenant's security deposit.

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12. Renters Insurance. Tenant is required to furnish Landlord with evidence of minimum required insurance, within 10 days of occupancy of the Rental Agreement premises and through the duration of the Rental Agreement and any renewal period. The minimum required insurance is \$100,000.00. Tenant will provide written evidence of an active renter's insurance policy that meets the minimum requirements within 10 days of occupancy of the Rental Agreement premises. Tenant is further required to provide written evidence that Landlord has been added as an "Interested Party" on the insurance certificate, with the address listed on the Rental Agreement for Landlord, for purposes of notification of any change or cancellation to coverage.

If, at any time during the duration of the lease (or any renewal period), Tenant fails to maintain the minimum required insurance, Landlord shall have the right to charge and Tenant shall have the obligation to pay a fee in the amount of \$15 per month. Landlord shall have the right, but not the obligation, to purchase an insurance policy covering the property for accidental resident-caused damage. This policy provides coverage for damage to the property caused by fire, water damage, explosion, falling objects, civil unrest and smoke up to \$100,000.00. Please note that this policy does not cover Tenant's personal possessions or expenses for alternate living arrangements, nor does it cover Tenant's liability to third parties for injuries or property damage. Tenant further agrees to pay \$250 per covered claim resulting from accidental tenant-caused damage under this policy. Tenant specifically authorizes Landlord to deduct any such unpaid charges from Tenant's security deposit.

Initials by Tenant(s)

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Provisions

13. Tenant is responsible for purchasing and replacing Furnace filters. Tenant shall properly install the filter and hereby acknowledges that filters will be subject to inspection by Landlord upon reasonable notice to verify replacement has been timely made. If at any time Tenant is unable to properly or timely install a filter Tenant shall immediately notify the Landlord in writing. Tenant's failure to properly and timely replace the filters is a material breach of this agreement and Landlord shall be entitled to exercise all rights and remedies it has against Tenant and Tenant shall be liable to Landlord for all damages to the property, A/C or heating system caused by Tenant's neglect or misuse. Such damages may be deducted from security deposit.

IN WITNESS WHEREOF, the parties have identified, discussed, and initialed the aforementioned Nonstandard Rental Provisions, which are made part of the Rental Agreement between the parties executed on the _____ day of _____, 20____.

LANDLORD:

By:

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Agent for Owner
Coldwell Banker Real Estate Group Property Management

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Tenant: _____

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Tenant: _____

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Tenant: _____

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Tenant: _____

RULES & REGULATIONS

1. Rent is due on or before the first day of each month. **Rent must be paid by check, money order or electronically; payable to: Coldwell Banker Property Management and mailed to: 2830 E. John St. Appleton, WI 54915**
2. Parking is allowed in designated areas only. For Apartment units, Tenants are not to park in driveways, in front of trash containers, in fire lanes or handicapped parking areas. Only 2 vehicles are allowed per apartment, due to space limitations. Visitors must park on the street unless there is a specified visitor parking area. Visitors cannot use other Tenant's parking space. For Duplexes/Single family homes, parking is allowed in designated areas only, per municipal parking ordinances. Only number of vehicles that will allow for off street parking in each unit's designated parking area are permitted. For all properties vehicles must be registered with management. **All vehicles MUST be in operable condition and have current license plates or will be subject to ticketing and towing.** No vehicle repairs are to be done on premises. Management reserves the right to remove unsightly vehicles and/or vehicles parked for an extended period of time, or those that interfere with snowplowing operations.
 - a. For apartments, after snowfall, vehicles **MUST** be removed from the lots to allow for snowplowing. If your vehicle is not moved and you are plowed in, it will be your responsibility to remove the snow from your area.
3. **NO PETS ALLOWED WITHOUT AUTHORIZATION.** Pets are allowed at some locations. Only the pet(s) listed on your application & lease are approved, any changes will need to be authorized by management. Pet damage, including damage to yard, is grounds for security deposit withholding. If pets are permitted, pet waste must be kept picked up at all times, and pets must be attached and leashed when outside of your living unit. Municipal ordinances regarding pets must be adhered to, including licensing.
4. Laundry machines in common areas are to be used **ONLY** between 8:00 a.m. – 10:00 p.m. Do not leave laundry unattended and please clean up area when you are done (discard empty containers, clean lint filters, etc.).
5. If you have curbside garbage pickup, do not put garbage out on curb more than 12 hours before pickup time. Remove empty bins from curb within 12 hours of pickup. If you have dumpsters and/or recycling bins, make sure you separate trash. For example, do not put garbage in with paper or glass containers. **PUT ALL TRASH IN CONTAINERS. DO NOT THROW ON GROUND NEAR CONTAINERS.** Landlord reserves the right, where permitted by law, to refuse to collect or accept from tenants any waste products, garbage, or trash which is not separated and sorted as required by law, and to require tenant to arrange for such collection, at Tenant's expense.
6. Barbeque grills and other cooking devices are not allowed on or to be stored below upstairs balconies. They may only be used at a safe distance from all buildings.
7. Duplexes & Single Family Houses: It is the responsibility of the Tenants to maintain the yard and landscaping; also all snow removal. Any patio areas and yards must be kept clean, neat and free of unsightly items. All refuse **MUST** be stored in garbage cans with lids.
8. Upon vacating the unit, all keys must be returned to Management.
9. No unauthorized persons should be living in the rental unit. **Our occupancy policy allows for no more than 2 people per bedroom to live in a rental unit. Guests staying longer than one week are considered unauthorized unless/until approved by management.**
10. All common areas (halls, etc.) must be kept clean. Do not leave any items in the hallways (this is in violation of the City Fire Ordinance). If your building provides storage areas, such as rooms or bins in the basement, please keep your belongings in these areas. **SMOKING/VAPING IS NOT ALLOWED IN THE BUILDING.** Children should not play in hallways as this disturbs other Tenants.
11. **TENANT UNDERSTANDS AND AGREES THAT:** Basement storage (where applicable) are offered for your convenience. Pallets are suggested. Coldwell Banker Real Estate Group Property Management and those they represent, are NOT responsible for the safety of or damage to any personal property, no matter what the cause, whether in the storage bins, in the garages, in carports, or in apartments. **IT IS REQUIRED THAT YOU PURCHASE RENTERS INSURANCE TO COVER YOUR PERSONAL BELONGINGS.** Please forward your Certificate of Insurance within 10 days of occupancy to the office.
12. Please be considerate of your neighbors. Loud noise, parties, disturbances will not be tolerated. **Quiet times are from 10:00 p.m. – 8:00 a.m.**
13. Tenants are responsible for any damage they cause to the premises.
14. Upon vacating the premises. Tenant(s) agree(s) to have all carpeting cleaned by a PROFESSIONAL carpet cleaning company within 14 days of vacating the premises. Rental of carpet cleaning equipment (e.g., Rug Doctor, Bissell, etc.) and cleaning the carpet yourself does not satisfy this requirement. Upon move-out you must furnish a copy of a dated receipt for carpet cleaning. Additionally, we encourage Tenants to have carpets professionally cleaned on an annual basis to maintain the appearance and life of the carpet.
15. By signature below, Tenant(s) acknowledges receipt of the Move Out Cleaning Checklist and TenantMoveIn.com Inspection Instructions.

16. You can call our office with any questions/concerns.....920-749-4902 #1
Maintenance Request.....Submit a meld in propertymeld, can be accessed through our website; realestategroupprentals.com
E-Mail us at.....rpmanagement@coldwellhomes.com
17. Maintenance requests should be made to the number above. Emergency maintenance will be responded to as quickly as possible; non-emergency maintenance will receive a response within 24-48 business hours.
18. If water is included in your rent, or if you live in an apartment building, you are NOT permitted to use common area water for sprinklers, swimming pools and other personal purposes.
19. Above ground pools and trampolines are prohibited.

Thank you for following these rules. By doing so, you will help keep your building clean, quiet and a pleasant place to live. Disregarding or violating these rules will result in Management taking further action, and possible eviction.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Coldwell Banker Real Estate Group Property Management

Date: _____

TenantMoveIn.com Inspection Instructions

When moving into a new rental, you typically have to meet up with your property manager for an initial walkthrough inspection to document the property's condition before you settle in. It may be a hassle, but the best way for a tenant to protect their move-in deposit is to thoroughly and accurately document move-in conditions so that you won't be charged for any pre-existing issues upon move-out.

With the Tenant Move In-app, your new property manager can invite you to complete your own move-in inspections. You will receive a welcome email including your username, password, and links to download the mobile app, *Tenant Move In*.

Once you've installed the app on your mobile device, simply sign in with your username and password to begin a full move-in inspection. You can mark each detail (e.g., sink) in each area (e.g., kitchen) of the home as new (N), satisfactory (S) or damaged (D), and can even indicate if an action (such as a repair) needs to be taken (!). The inspection template is preset by your property manager to include all areas specific to your property. Once you have completed the inspection, a PDF of the inspection report will be emailed to you and to your property manager.

When the time comes for you to move out, your property manager will compare your move-in inspection to the current condition of the property and assess any damages that may have occurred during your tenancy. Protect yourself by performing a thorough move-in inspection!

For a quick-start guide to using the *Tenant Move In-app*, watch the video below.

[Click here to watch the video](#)

Please sign below stating you have received the Tenant move-in inspection instruction above.

, Agent for Owner
Coldwell Banker Real Estate Group Property Management

Security Deposit Return Agreement

We, the following lessees of rental property at _____,
do hereby agree that we paid a Security Deposit in the total amount of _____,
and that the Security Deposit was paid in the following manner:

Name: _____ Amount: \$ _____ Date: _____

Name: _____ Amount: \$ _____ Date: _____

Name: _____ Amount: \$ _____ Date: _____

Name: _____ Amount: \$ _____ Date: _____

Upon vacating the rental property, we do hereby agree that whatever amount of the
security deposit is refundable; it is to be distributed and returned as follows:

Name: _____ Amount: % _____ Date: _____

Name: _____ Amount: % _____ Date: _____

Name: _____ Amount: % _____ Date: _____

Name: _____ Amount: % _____ Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Landlord: _____

Date: _____



COLDWELL BANKER
REAL ESTATE GROUP

PROPERTY MANAGEMENT

2830 E. John St. Appleton, WI 54915 • 920-749-4902

KEY POLICY

One (1) set of keys will be issued for each adult on the lease. Keys are issued at lease signing. All keys must be returned to Coldwell Banker Real Estate Group Property Management at move out. A move out inspection is to be scheduled with office/manager. Keys may be returned at that time or at the office if specific arrangements have been made in advance.

When signing my lease, I/we received the following for _____:

_____ Building Keys
_____ Mailbox Key
_____ Unit Keys
_____ Garage Door Openers/Remotes
_____ Other _____

MOVE IN DATE: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Date: _____

Coldwell Banker Real Estate Group Property Management

MOVE OUT: _____

KEYS RETURNED:

KEYS RETURNED TO: _____

DATE: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____



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PET AGREEMENT

Landlord agrees to waive the pet restrictions of the Rental Contract for the above Tenant and to allow pet or pets under the following terms.

1. Only the pet(s) listed and described below are authorized under this contract. The monthly charge for the pet(s) is \$25.00 per month, per pet, in addition to and payable on the same terms as rent as indicated in lease. A Pet Deposit of \$ 250.00. The reasonable cost of repairing any damages caused by Pet and/or cleaning the premises, beyond reasonable wear and tear, will be deducted from the pet deposit.
2. All cats must be declawed and neutered or spayed. If the pet is a kitten, the tenant agrees to have these procedures done when the pet is old enough and will provide documentation of such.
3. Pet(s) will not cause: danger, damage, nuisance, noise, health hazard, or soil the apartment, premises, grounds, common areas, walks, parking areas, landscaping or gardens. Tenant agrees to clean up after the pet(s) and agrees to accept full responsibility and liability for any damage, injury, or actions arising from or caused by Tenant(s) pet(s).
4. Tenant agrees to register and immunize the pet(s) in accordance with local laws and regulations. Tenant further agrees to carry renters insurance with pet coverage.
5. Tenant warrants that the pet(s) is housebroken and has no history of causing physical harm to persons or property, such as biting, scratching, chewing, persistent barking, etc., and further warrants that the pet(s) has no vicious history or tendencies.
6. Tenant agrees to attend to pet(s) at all times while in the common areas or on the grounds and agrees to securely bag and properly dispose of pet litter. Odors arising from pet(s) litter will not be tolerated and the pet(s) must be removed from the premises.
7. Other terms: No additional or replacement pets without authorization.
8. In the event of a pet violation there will be a \$25.00 charge. If we feel an inspection is needed due to a pet violation, there will be an additional \$50.00 charge.
9. Description of pet:

Type or Breed: _____ Name: _____

Color: _____ Age: _____ Weight: _____

Type or Breed: _____ Name: _____

Color: _____ Age: _____ Weight: _____

Tenant may terminate this agreement with thirty day's written notice if the pet is removed from the premises. Such termination shall not affect the Rental Agreement, which shall remain in full force and effect.

In the event of a violation of any of the above terms and conditions, the Landlord shall have the right to immediately cancel this agreement and require the pet Owner/Tenant to immediately remove the pet from the premises. Cancellation of the agreement will not imply a waiver of the Tenant's responsibility for any damages, nor shall such termination affect the apartment lease. In the event of termination or cancellation of the apartment lease, then this lease shall terminate effective as of the termination or cancellation date of the apartment lease. This agreement shall continue in full force and effect in the event of renewal of the Rental Agreement, unless terminated as herein provided.

Date: _____

Landlord: _____

_____, Agent for Owner
Coldwell Banker Real Estate Group Property Management

Tenant(s): This agreement must be signed by all signers of the lease.

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____