



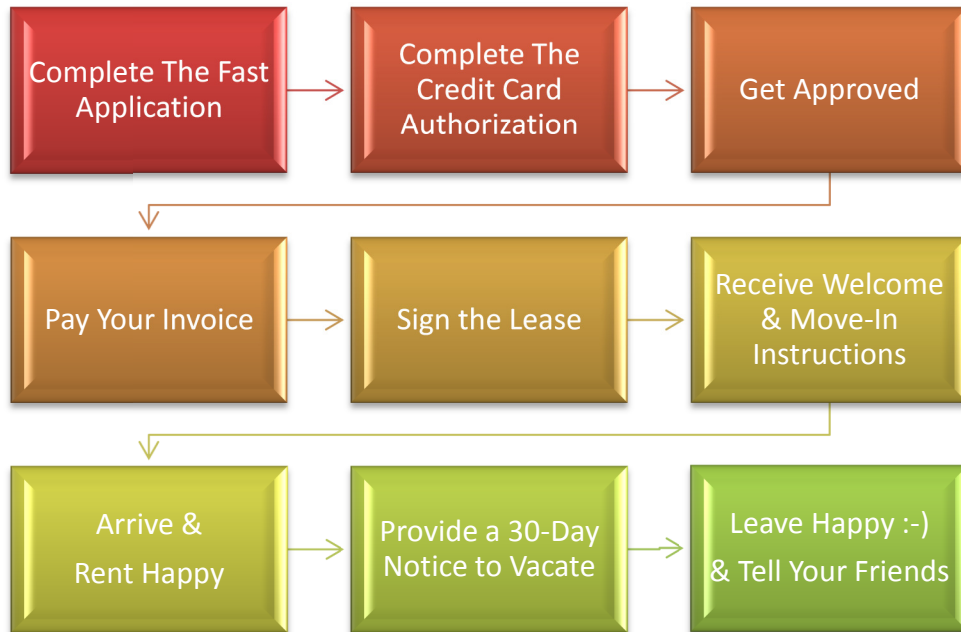
“Where Corporate Living
...becomes Exceptional Living” ®

RESERVATION TERMS & RENTAL PROCESS

Q: I have signed & completed the Fast Application and Credit Card Authorization, .. So, what happens next?

A: The selected Finesse Suite will be placed on **Courtesy Hold** while your application is being processed. Please watch for follow-up instructions from our staff via e-mail.

FINESSE RENTAL PROCESS



FINESSE RESERVATION TERMS

PRIVACY STATEMENT: Furnished with Finesse respects and is committed to the privacy of our tenants. All personal information obtained is used for the sole purpose of the application/ screening process and account maintenance of your residency. None of the information will be sold, rented, or leased to any third party for any reason.

NO-SMOKING POLICY: All Finesse Suites are Non-Smoking. Violation of the Non-Smoking Rule is a minimum refurbishing penalty of \$500.00 and is considered default of the Lease Agreement.

NOTIFICATION OF APPROVAL STANDARDS:

- A FICO score below 600, a recent bankruptcy, a tax lien, or a felony conviction are all subject to automatic decline.
- Low but passable FICO scores may be subject to additional Security Deposit requirements
- **If you believe any of the above pertains to your credit/criminal history, please contact our office before completing the application for rental. All application fees are non-refundable regardless of approval outcome.**

NOTIFICATION OF RECEIVING A 30-Day NOTICE: When sending your intent to vacate, call to confirm receipt. FWF is NOT responsible for lost or undelivered notifications due to failed equipment, lost internet connections, lost postal mail or lost email, etc. FWF must "Receive" your signed intent before it can be considered legally valid. You will be responsible for payment for the full 30 days from the date that we actually "Receive" your notice.

FINESSE RENTAL REQUIREMENTS

- **Admin Fee:** The admin fee of \$150 is non-refundable and is required from each lease holder.
- **Fast Application:** All applicants are required to complete and sign the Fast Application consenting to a criminal/credit background search. Application approval as well as possible additional Security Deposit requirements are based on the information obtained from the reports.
 - **Background Search:** All applicants and all additional adult occupants must consent to a criminal background search.
 - The fee for an additional criminal background search is \$35 non-refundable /occupant over the age of 18.
 - The background charge for the main applicant is included in the \$150 admin fee
- **Credit Card Authorization Form:** Once you have submitted your Fast Application, you will be required to complete and sign the Credit Card Authorization Form before renting.
 - All applicants are required to register a valid credit card to be used in conjunction with their refundable Security Deposit.
 - A valid credit card *must* be maintained on file throughout the duration of your stay
 - If your employer is applying for the accommodation and cannot provide a credit card, the occupant must provide a card prior to renting.
 - If you cancel your card or your card becomes invalid during your stay, you will be considered in default of your Lease Agreement and all payments through your Lease Terms will become due immediately.
 - Should you wish to make rental payments using a credit card, instead of via the FWF online payment feature, there is an added convenience fee of 3%.
- **Requirement for Security Deposit:**
 - A Security Deposit must be paid and a valid credit card must be submitted before the selected Finesse Suite can be taken off the market.
 - If your employer is applying for the accommodation and cannot provide a Security Deposit, the occupant must provide the Security Deposit prior to renting
 - The Security Deposit is to be considered 100% refundable after move out (considering the Lessee leaves the corporate suite in found condition and free of damages, pet damages, smoke damages, hard to remove cooking odors, utility overages, missing items, incidentals, and/or other cost accrued due to special requests and/or negligence of Lessee).
 - Security Deposit refunds are issued back to the lease holder within 10 to 30 days after departure; allowing time for all incidentals and overages to be submitted from our vendors and Guest Services to accounting department for processing.

- In the event that the Lessee does not take possession of the agreed corporate suite, or does not complete the full term of the Furnished Corporate Residential Lease Agreement, The Security Deposit is considered non-refundable due to cancellation.
 - **Security Deposit Amount:**
 - **Individual in Good Credit Standing:** \$1,000.00 refundable Security Deposit & the registration of a valid credit card.
 - **Corporations in Business for 3+ Years in Good Credit Standing:** \$1,000.00 refundable Security Deposit, the completion of a company credit application, and the registration of a valid credit card
 - **Arrival/Check-in Time:**
 - Check-in Time is **5PM CST**
 - Please refer to your Welcome/Move-in Instructions provided prior to your arrival for details specific to your particular location
 - **Requirement for Minimum Lease Terms:** We do *not* offer stays for less than 30 days on any of our locations. Please check each listing for minimum lease term details or call our office. Minimum requirements will vary by location.
 - **Short Term Rates, Where Offered:**
 - Need less than 90 days?: We Can Help: just add to the listed rent \$5/day + tax, for a 60-89 day stay
 - Need less than 60 days?: We Can Help: just add to the listed rent \$10/day + tax, for a 30-59 day stay
 - **Sales Tax:**
 - Lessee is responsible for all applicable state and local taxes if lease term is less than 90 days
 - Currently state & local sales tax rate for stays less than 90 days = + 9.25%
 - Rental rate quoted DO NOT include sales tax rates and are always shown as a separate charge
 - If you are a tax exempt entity applying for rental, you must provide a certificate of resale
 - **30-Day REQUIRED Notice to Vacate:** A signed 30-day notice to vacate is required in writing and is only effective when received by Furnished with Finesse, LLC.
 - All rental payment shall continue through the Term of the Notice To Vacate as well as through the Term of the Lease.
 - Verbal Notices *cannot* be accepted
 - Sending Your 30 Day Notice:
 - no less than 30 days prior to your departure, send your signed notice of intent to vacate to our office to: projectmanager@furnishedwithfinesse.com
 - or fax to: 615.754.9162
 - **Roll-Over Clause:** All leases will automatically roll over to a month-to-month term if no notice is received. Month-to-Month charges will apply
-

WHERE AND HOW TO PAY RENT

- **Rental Payments:**
 - Rent is due on or before Move-In and will be prorated from day of arrival to the end of the Month.
 - NOTE: Keys will *not* be released until payment is received.
 - If your move-in falls after the 15th of the month, you will be billed both the pro-rated rent for the arrival month and also for the following month's rent.
 - Monthly Rent is due on or before the 1st day of each Month.
 - We provide direct billing as a courtesy, and paid receipts upon request.

- **Forms of Accepted Payment:**
 - Pay your rent the "**Green Way**" with our click-to-pay / IPN payment feature
 - This feature is embedded in your Invoice as a [payment hyper-link](#).
 - Click on the Invoice payment link and it takes you to our merchant services provider's secure online payment page.
- **Other Forms of Accepted Payment for Rent:**
 - personal/ company check/ cashier's check/ money order
 - wire transfer: \$35 wire transfer fee
 - Master Card/ Visa/ Discover/ American Express: + 3% convenience fee
 - Mail Paper Payments to:

Furnished with Finesse
Attn: Stacey Raynak, Accounting Manager
413 Freedom Road
Freedom, PA 15042
- **Outstanding Balances Due:** Any amounts due that remain outstanding for more than 5 business days past the 1st of the month or past any requested due date, Furnished with Finesse retains the right of billing to the Lessee's credit card for immediate payment including any late fees, and also including a credit card convenience fee of 3% of the balance due.

OTHER CHARGES & REQUIREMENTS

- **Pet Regulations & Charges:** all pets must be pre-approved prior to arrival. Pet restrictions may apply. Approval for pet occupancy varies by location. Call for details. If approved, Pet Charges will apply.
 - Pet Rent: \$1.00/day per pet
 - Pet Privilege Fee: \$500 non-refundable/ pet
 - Pet Privilege Fees do *not* apply against excessive pet damages. This fee solely applies to the privilege of allowing pet occupancy.
- **Utilities:**
 - All electric + gas bills must not exceed the given utility allowance per 30 day period. Any overage will be billed to the Lessee for immediate payment.
 - Utility allowances are as follows:
 - 1BDR = \$85.00/30 days
 - 1BDR/DEN = \$100/30 days
 - 2BDR 2BTH = \$120.00/30 days
 - 3BDR 2BTH = \$140.00/30 days
 - 4BDR 2.5BTH or 3BDR TH = \$160.00/ 30 days
- **Additional Services:**
 - Additional and/or Upgraded Furniture, Housewares and/or Services are available upon request. Please contact our office at projectmanager@furnishedwithfinesse.com for availability and additional costs and subject delivery fees.
 - Delivery & Installation Fees will apply for all furnishings/services ordered after move-in.
 - Optional Housekeeping Service:
 - 1BDR = \$80 / visit
 - 2BDR = \$90 / visit
 - 3BDR = \$100 / visit

- **Optional Bed Upgrade and/or Additional Bed(s):**
 - Add-On a Twin Bed = \$3/day
 - Add-On or Upgrade to a Queen Bed = \$5/day
 - Add-On or Upgrade to a King Bed = \$18/day
 - Delivery Fees will apply to an Add-On or Upgrade of a Bed

REMEMBER: Additional Occupant Fee will apply if adding an adult occupant: \$35 non-refundable background charge per additional occupant of 18 years or older (call for additional occupant approval, restrictions on the number of occupants may apply)

Q: What's Included in My Finesse Suite?

To see items are included in your Finesse Suite, Click Here: [What's Included](#)

WHAT IS REQUIRED WHEN MOVING OUT

(You may wish to use this as a check-list when preparing for your departure)

- 30 DAY NOTICE:**
 - A signed 30-Day Notice of your intent to vacate is required regardless of your Lease Expiration Date
 - Check your Lease Agreement paperwork for a 30-Day Notice to Vacate (NTV) form
 - Or, contact our office and we will send one to you
 - Such notice takes effect *only* after being "Received" by FURNISHED WITH FINESSE, LLC
 - It is recommended to FAX OR SCAN/EMAIL your signed intent to vacate & then call to confirm receipt
- RIGHT TO RENT:** Once your 30-Day NTV has been received, Furnished with Finesse, LLC reserves the right to market, tour, and pre-lease your accommodation to prospective tenants. Any request for extension may be subject to decline.
- PAYMENT THROUGH YOUR 30-DAY NOTICE TO VACATE:**
 - Once your NTV has been received, you must continue to pay your Rent through the full duration of the 30 days.
 - If your Lease has *not* expired, you will be required to pay through the Term of the Lease even if it exceeds your intent to vacate date.
- SELF CHECK-OUT:**
 - All Keys/Access Cards/Parking Passes or Hang Tags/Transponders/Pool Passes/Remotes or any other community issued devices are to be left on the kitchen counter
 - Use (1) remaining door key and secure the door
 - Once the door is secure, place the key in the keybox
 - If no keybox given, return the key to concierge
- CHECK OUT TIME:** must be **BEFORE 6:00PM CST** on move-out day
- FAILURE TO DEPART:**
 - If you fail to vacate on the date of departure without prior written approval, you will be charged 3 times the daily rental rate for each day that you remain in occupancy and/or possession of keys
 - If eviction is required, you will be required to also pay all attorney's fees and court's costs

- **UNRETURNED KEYS/CARDS/HANG TAGS/PASSES/REMOTES/TRANSPONDERS:**
 - If all keys are not returned by **6:00 PM CST** a daily rental rate as stated in the Lease Agreement will be charged until all door keys are returned.
 - A fee of \$110.00 will be charged for each unreturned TRANSPONDER/REMOTE
 - A fee of \$85.00 will be charged for each unreturned ACCESS CARD/PARKING HANG TAG/PASS AND/OR MAIL/DOOR KEY
- **GENERAL CLEANING:**
 - The accommodation & contents are to be left clean and in same condition as when rented
 - Normal wear and tear may be accepted
 - Excessive damages, pet damages, smoke damages, hard to remove cooking odors, missing items, utility overages, cleaning charges, or other incidentals, will deducted from the Security Deposit
 - Any amount that exceeds the Security Deposit will be charged immediately to the credit card on file as well as a processing fee of 3%.
- **LEAVE ALL APPLIANCES CLEAN:**
 - CLEAN OUT THE REFRIGERATOR & FREEZER:
 - All contents must be removed
 - Refrigerator and Freezer should be wiped cleaned
 - CLEAN STOVE TOP & OVEN:
 - ALL SELF-CLEANING OVENS:
 - Remove all items from oven
 - Start self-clean operation
- **WET TOWELS & DIRTY LINENS:**
 - Hang all wet towels/linens to dry in bathroom
 - All other dirty linens, place on top of the washer
 - If no washer, place on bathroom floor
 - DO NOT LEAVE DIRTY LINENS OR WET TOWELS ON CARPET
- **DIRTY DISHES & POTS AND PANS:**
 - Load all dirty dishes/silverware/kitchen cookware into dishwasher and start
 - Use dishwasher powder or tab
- **SET THERMOSTAT WHEN DEPARTING:**
 - set to 78° in Summer
 - set to 63° in Winter
- **REMOVE TRASH & PERSONAL BELONGINGS:**
 - Removal all Trash and Personal Belongings
 - Any personal belongings left are to be considered disposable. Disposal fees will apply
 - Loose or bagged trash left is subject to a trash removal fee of \$65/BAG.
- **WIFI & OTHER ELECTRONIC EQUIPMENT:**
 - Do not press the reset button on WiFi modem or other electronic equipment
 - Evidence of reset or tampering or changes to the Pass Word/User Name, will require a minimum technical fee charge of \$140.00
 - Any missing/damaged/or tampered equipment will be billed to tenant at full replacement value



**"Where Corporate Living
...becomes Exceptional Living"®**

OUR QUALITY ASSURANCE PLEDGE

Dear Future Resident:

Please let me be the first to, "Welcome You" to your fully furnished temporary accommodations and to say, "Thank You" for choosing us. Our Furnished with Finesse Team is proud to make your stay as enjoyable as possible. You will be contacted by either myself or one of our team members via email/phone with detailed information prior to your arrival and prior to your departure to ensure an easy transition when moving in and moving out of our accommodations.

We sincerely hope that you experience "Exceptional Living" during your stay and hope that you will chose us again soon and refer us to others. It gives us an immense sense of achievement and honor that you have selected our furnished accommodations amongst the variety of other available housing choices.

We are striving for PERFECTION and your feedback during and after your stay are welcomed. We want to give you a reason to give us high scores when evaluating our hospitality. If you have any questions or suggestions, please contact me personally by email or phone at any time before, during, or after your stay.

Sincerely,

Johan M. Anderson
Nashville General Manager
Johan@furnishedwithfinesse.com
615.913.5100 Ext: 102

and the entire Furnished with Finesse Team
... where Corporate Living becomes Exceptional Living!®

MOVE-IN INSPECTION FORM

- Please print, complete, sign, date and then scan/email/fax this form to:
projectmanager@furnishedwithfinesse.com or fax to: **615-754-9162**
- This must be done within **2 days** after move in. Damages reported after this after this grace period will not be considered pre-existing
- Inspect and state condition of your suite on the lines provided below
- Upon move-out, the Lessee will be responsible for any missing items or damages not listed below

Living Room

- Floors & carpet _____
- Walls _____
- Front Door _____
- Ceiling _____
- Living room Overhead Fixture/Fan (if any) _____

Dining Room

- Floors & carpets _____
- Walls _____
- Doors _____
- Ceiling _____
- Dining Room Overhead Fixture/ Fan (if any) _____

Kitchen

- Floors & vinyl/tile _____
- Walls _____
- Doors _____
- Ceiling _____
- Kitchen Overhead Fixture _____
- Cabinets _____
- Refrigerator _____
- Stove _____

Bedroom (per bedroom)

- | | Bedroom #1 | Bedroom #2 | Bedroom #3 |
|---|------------|------------|------------|
| <input type="checkbox"/> Floors & carpet | / | / | |
| <input type="checkbox"/> Walls | / | / | |
| <input type="checkbox"/> Doors | / | / | |
| <input type="checkbox"/> Ceiling | / | / | |
| <input type="checkbox"/> Bedroom Overhead Fixture/Fan | / | / | |

Bathroom (per bath)

- | | Bathroom #1 | Bathroom #2 |
|--|-------------|-------------|
| <input type="checkbox"/> Floors & vinyl/tile | / | / |
| <input type="checkbox"/> Walls | / | / |
| <input type="checkbox"/> Doors | / | / |
| <input type="checkbox"/> Ceiling | / | / |
| <input type="checkbox"/> Tub & shower | / | / |
| <input type="checkbox"/> Toilet | / | / |
| <input type="checkbox"/> Bathroom Overhead and/over Over-Sink Fixtures | / | / |
| <input type="checkbox"/> Cabinets | / | / |

Utilities to Check (please test the following)

- High Speed Internet working _____
- Cable working _____
- Phone working _____
- All kitchen appliances working (microwave, oven, range hood, etc.) _____
- Dishwasher working & water heating properly _____
- Refrigerator & icemaker running properly _____
- Disposal working _____
- Washer working, filling & draining properly (where connections are provided) _____
- Dryer working, heating on all cycles-vent clean & free of debris _____
- Water hot & running & draining properly in every faucet & no drips under cabinets _____
- Toilets flushing properly & water not running after shutting off _____
- AC/Heat working & running properly _____
- Ceiling fans working and no loose parts (if any) _____
- All overheads lights & lamps have light bulbs & in working order _____
- All window and door locks working properly _____
- Other _____

MY MLS# _____

Occupant Signature: _____ Date: _____



EQUAL HOUSING
OPPORTUNITY

We Do Business in Accordance With the Federal Fair Housing Law

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing
- In the provision of real estate brokerage services
- In the appraisal of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)
1-800-927-9275 (TDD)

U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410