

**Note: This Document becomes an Addendum to the Rental Agreement.**



## **Renting with Touchstone Realty, LLC**

Please Read the following Information BEFORE signing a Lease to Rent Property with Touchstone Realty. If you have any Questions, please ask our Rental Department or to speak with the Broker-In-Charge of the Office. Touchstone Realty is not a Law Firm and does not intend to provide legal advise or opinion. If you feel you need legal advice, please consult an attorney PRIOR to signing a Lease.

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Approval to Rent requires an **Application Review** of All Tenants. A \$40.00 Application Fee must be paid in advance for each adult that will be living in the home. Employment, Credit, Background, Fraud, Criminal, Sexual Predator, Past Evictions and Reference reviews will be conducted by Touchstone Realty.

Touchstone Realty rents property in an **As-Is Condition**, meaning the condition in which they are shown to prospective Tenants. If you desire any changes in the property to be performed as a condition of renting, make sure all changes are noted in writing in your Lease. Any changes or work to be required must be pre-approved by the Property Owner. If changes are not listed in the Lease, you may have little or no recourse.

Touchstone Realty will conduct a **Walk-Through** of the property with you prior to Move-In. During this Walk-Through, all defects such as scratched floor, dents in walls, etc. will be noted. At Move-Out, another Walk-Through will be performed and differences noted. You are responsible for any damage to the property.

All **Utilities** are the responsibility of the Tenant. Phone numbers for the various Utility Companies are available at the Touchstone Realty office & website.

**Lawn Maintenance** is the responsibility of the Tenant. Lawns, trees, & shrubbery should be in the same condition at Move-Out as they were at Move-In. If the property rented is in a neighborhood with Deed Restrictions that have maintenance requirements for lawns, Tenants must maintain the lawn as required. If the lawn is not maintained to Deed Restriction requirements, Touchstone Realty will maintain the lawn at the Tenants expense.

**Keys and Automatic Garage Door Openers** (if AGDO's are available) are issued at Move-In. Tenants will receive two (2) keys for the residence. All keys are marked "Do Not Duplicate" and can not be duplicated except by Touchstone Realty. If additional keys are needed, they will be provided by Touchstone Realty at a charge of \$5 per key, the "Key Fee" (subject to change). In the event a Tenant is locked out of a residence, the Tenant may get an additional key from the Touchstone Realty office during business hours only and will be charged a Key Fee (after hours a Lock Smith must be called). Keys obtained for lock outs may be returned for a refund of the Key Fee. Only Tenants or Permitted Occupants, as stated on the Rental Agreement may obtain a key. A photo ID is required to obtain any keys. At Move-Out, Tenants must return all keys issued during the rental period including keys obtained for lock outs. If all keys are not returned the Tenant will be charged for re-keying all locks at the residence. Tenants are responsible for any lost AGDO's and will be charged for replacement. If no AGDO's are available at Move-In, Tenants may purchase them at their expense.

**Directions for Appliances** are usually left in a drawer in the kitchen of the property. If you have any questions concerning the operation of appliances, please call the Touchstone Realty office.



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**Minor Repairs** to include but not limited to Light Bulbs, Toilet Flaps & Valves, Jammed Dispos- als are the responsibility of the Tenant. These items may be purchased at Walmart or your local Home Center. Please do not call the office or submit Work Orders for repair of these items.

**Major Repairs** are handled by the Touchstone Realty office. If an appliance or system within the property is not functioning properly, go online to your Tenant Portal and submit Work Order (this is the fastest way to get a repair scheduled). Every effort will be made to get our Repair Contractors out to the property as soon as possible. Touchstone Realty contracts with Repair Contractors for the maintenance of all our represented properties. If a Tenant calls a Repair Company without notifying the Touchstone Realty office and getting permission to call a Repair Company, the Ten- ant may be liable for the cost of the repair to the Repair Company they called. Touchstone Realty does not warrant nor recognize repairs completed at properties by Repair Companies other than contracted Repair Contractors representing Touchstone Realty.

**Pets** must be pre-approved by Touchstone Realty before allowed on the property. If a pet is to be allowed on the property it will be noted in the Lease. Pets brought unto the property at a later date without the written consent of Touchstone Realty violate the terms of the Lease. Generally, a **Pet Fee** is required when Pets will occupy the property. **The Pet Fee is NOT refundable.**

Touchstone Realty recognizes and abides by all **Community Rules** and **Community Deed Re- strictions** in managing rental properties. Tenants must recognize and abide by the same rules.

**Rent Payment is Due on the First Day of every Month.** Any Rents received after the 5th day of the month are considered late and a late fee (differs by lease) will be charged. Rent Payment must be made online at the Tenant's Portal. If a tenant chooses to pay rent by any other method a transaction processing fee may be incurred and the tenant agrees to pay any such fee(s). Re- alty office. Returned electronic rent payments will incur a \$25.00 returned check fee and also a Late Fee.

When you are ready to **Move-Out** of the property, please use the following procedure: 1. Notify Touchstone Realty as required by your Lease, and you will receive a packet of Move-Out Proce- dures. 2. Perform all the tasks related to Move-Out as specified in your lease (carpet cleaning, etc.) 3. Call the Touchstone Realty office to set an appointment for a Move-Out Walk-Through Inspection. 4. Turn all keys and AGDO's into the office.

***We hope your stay in the area is pleasant and we look forward to serving you!***  
***Touchstone Realty, LLC***

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

by Touchstone Realty, LLC \_\_\_\_\_ Date: \_\_\_\_\_