

LEASE

This is a legally binding document. Please consult an attorney if you do not fully understand the contents.

Management

Old World Investments LLC
P.O. Box 8574
South Charleston WV 25303
(304) 552-4168 Cell/Text
Jennifer@oldworldrentals.com

Tenant(s)

Dwelling Unit: _____

Term of Tenancy: 5:00 pm on _____ to 12:00 noon on _____. The term of tenancy is

Annual (12 months) with 30 day notice to vacate required Month to month with 30 day notice to vacate required

Unless sooner terminated as herein provided: If tenant(s) violate covenants of the lease by virtue of non-payment of rent, destruction of property, illegal activity, or other covenants listed in this lease, then tenancy may be terminated by Management by written notice.

Occupants (First Middle Last)	Sex	Date of Birth	Relationship
1 .			Head of Household
2 .			
3 .			
4 .			
5 .			
6 .			
7 .			
8 .			

Tenant shall obtain Management's consent in writing before allowing any person other than Tenants listed above to live in Tenant's dwelling unit. Allowing anyone to move in without advance written permission is grounds for immediate eviction.

Monthly Rent \$ _____
 Monthly Pet Fees \$ _____
 Monthly Trash Fee Paid to OWI \$ _____
 Monthly Water/Sewer Fee Paid to OWI \$ _____
 Monthly Washer/Dryer Rental \$ _____

Total Monthly Amount Due \$ _____ **Security Deposit** \$ _____

Automatic rental increases: Due to ever increasing costs of taxes and insurance, an automatic rental increase of 3% each year will apply. On _____, your base rent will increase from _____ to _____ unless otherwise notified in writing 30 days in advance.

Personal Property Items: The following items are in the property and are never to be removed from the property and are to be returned in proper working order:

- Smoke detectors: Quantity _____
- Carbon monoxide detectors: Quantity _____
- Fire extinguishers: Quantity _____
- Fire ladder(s): Quantity _____
- Refrigerator
- Stove
- Dishwasher
- Microwave
- Window a/c # _____
- Washer
- Dryer
- Other _____

Prorated Rental Payments And Other Charges:

- Prorated rent and fees for the first month shall be _____
- City of South Charleston city services fee, which includes trash, is to be added to the rent. The current rate is \$13.34/month. If the city raises these fees at any time, tenants will be notified in writing.
- City of Nitro trash fee is to be added to the rent and paid to Old World Investments LLC. The current rate is \$25/month. If the city raises these fees at any time, tenants will be notified in writing.
- A set fee of _____ for water and sewer is to be added to the rent.

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Rental Payments: All rents are due and payable in advance, on the first day of each month by electronic payment via www.oldworldrentals.com without notice or demand from Management. There is no processing fee for online payments. For a \$5.00 processing fee per payment, rent may also be paid by check or money order to: Old World Investments LLC, PO Box 8574, South Charleston WV 25303. WRITE YOUR ADDRESS on your payment to assure proper credit.

Hold Over: Failure to give a 30-day notice prior to the expiration of the lease shall constitute an automatic renewal on a month-to-month basis. Occupancy of one or more days of any month makes the tenant responsible for the entire months rent.

Returned Checks - The amount of any bad checks, plus a \$50 NSF fee must be paid in either certified funds or a money order within 24 hours of notification; otherwise legal action may be taken. After a check is returned to us for insufficient funds, you will be required to pay either with a money order or certified funds. If the returned check makes your rent payment late, a late fee will also be due.

Late fees: \$20.00 on the 2nd of the month and an additional \$10 per day until the account is paid in full.

Collection fees: \$15 if Management makes a visit to the unit or another agreed location for the collection of money.

Application of Money Paid by Tenant: All payments shall be first applied in the following order: deposit, damages, utility charges, late fees, any other charges, past due rent, and then last to current rent.

Lockouts: \$25.00 lockout fee for management to let Tenant into premises from 9 am to 5 pm Monday – Friday. \$50 fee after hours, Saturdays, Sundays and Holidays. \$5 fee if Tenant picks up key from management.

"Other Charges" include, but are not limited to, maintenance and repair charges beyond normal wear and tear, trash fees and Writs of Possession. Charges will be due 7 days after notice of charges has been given.

Default/Eviction: If rent is not paid by the 5th of the month, the terms of this lease have been broken, and this lease is to be considered expired and Management shall automatically and immediately file a wrongful occupation suit. The tenant will be responsible for all Sheriff fees, court costs, and legal and collection fees incurred by efforts to collect the rent due. If rent is paid while a legal action is in process, acceptance of rent will not stop the legal action. A separate agreement must be reached if legal action is to be stopped. If rent is not paid in full, Management has no responsibility to make repairs.

Notices To Tenant: All notices to Tenant shall be in writing and delivered to Tenant or a responsible adult member of the Tenants household residing in the dwelling unit, sent by prepaid first-class mail properly addressed to Tenant, email to the email address given to Management by Tenant, hand delivered to Tenant or posted on the dwelling unit door. Return receipt for delivery of registered or certified mail shall be sufficient evidence that notice was given, whether signed or unsigned, if it demonstrates that the Tenant was notified of attempted delivery. Management shall consider the non-return of a first class mailing as a receipt. Tenant agrees that in the absence of a forwarding address being submitted to Management in writing, Tenant's address indicated above shall serve as Tenant's last known address for purposes of the laws of this state or federal law.

Non-Emergency Contact Numbers: Non-emergency calls should be made from 9am – 5pm Monday through Friday only. With a large number of rental units, it is very important that the property managers off hours be respected. If non-emergency calls or texts are made during hours other than listed above, a \$25 charge will apply.
(304) 552-4168 Business Cell/Text – Jennifer McQuerrey, Property Manager

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PETS

Prohibited Breeds: Akita, Staffordshire Terrier, Chow, Pit Bull, Presa Canario, Rottweiler, Wolf-dogs, Wolf hybrids and any mixed breed which includes any of the above.

Qualifications:

Acceptable pet references	Management reserves the right to refuse any pet found unacceptable
Limit of 2 dogs	No dogs under the age of 2 years will be allowed
Limit of 3 animals	No cats under 1 year of age will be allowed
No animals over 80 lbs are permitted	All pets must be spayed/neutered

Fees:

Cats:	\$200 initial fee, plus	\$10/month for 1 or	\$15/month for 2 or 3
Dogs under 35lbs:	\$200 initial fee, plus	\$15/month for 1 or	\$20/month for 2
Dogs over 35 lbs:	\$300 initial fee, plus	\$20/month for 1 or	\$30/month for 2

NO DOGS are permitted in any APARTMENT. We only permit dogs in houses.

No pets, animals, snakes, or birds, etc., of any kind are allowed on the premises unless they are listed in the lease. Tenant will be charged for spraying for fleas and for any damage caused by the pet. The Tenant is responsible for animals at ALL times. Having a pet is a privilege and permission to have the pet on the premises may be revoked at any time without terminating your lease agreement. Under no circumstances will vicious dogs be allowed on the premises. Guests are not permitted to bring pets with them into the property or yard. Tenants are not allowed to pet-sit animals for others.

Please initial ONE of the following:

_____ I do **NOT** have pets. I understand that if I decide to get a pet in the future, I will get the pet approved **PRIOR** to bringing the pet into the residence. If an unapproved pet is found inside the home, I understand that an immediate eviction will be filed and a \$500 unauthorized pet fee will be charged.

_____ I **DO** have pets. I understand that if I decide to get another in the future, I will get the pet approved **PRIOR** to bringing the pet into the residence. If an unapproved pet is found inside the home, I understand that an immediate eviction will be filed and a \$500 unauthorized pet fee will be charged.

<u>Pet's name</u>	<u>Animal/Breed</u>	<u>Age</u>	<u>Weight</u>	<u>Monthly fee</u>
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This agreement specifically prohibits any pet being on the property without Management's permission. Tenant agrees to:

1. Keep the pet under control at all times
2. Keep the pet restrained when it is outside the dwelling
3. Not leave the pet unattended for any unreasonable period
4. Dispose of the pet's dropping daily in the yard
5. Pick up pet's droppings immediately when walking a dog throughout the neighborhood
6. Keep pet from causing any annoyance or discomfort to others and will remedy immediately any complaints
7. Have pet(s) spayed or neutered within 30 days if not already done
8. Keep rabies and other required shots up to date for all pets
9. Not get another pet without prior permission even if pets listed above are no longer kept on premises
10. Pay immediately for any damage, loss or expense caused by the pet
11. Remove the pet from the premises immediately and permanently if it shows aggressive behavior
12. Pay the following non-refundable pet fees
 - _____ Pet fee due at signing
 - _____ Total monthly pet fee

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UTILITIES

All utilities are to be paid by the tenant, which includes, but is not limited to electric, gas, phone, water, sewer, trash, police fees, fire fees, and all other city services fees, etc. All utilities are to be put in tenant's name on or before the lease start date.

Prompt Payment: The Tenant agrees to be responsible for prompt payment of all utilities. Tenant agrees to be responsible for hookup fees with regard to said utilities. Tenant agrees to maintain heat to the dwelling unit sufficient to prevent freezing of piped water. If for any reason Tenant is unable to maintain sufficient heat, he/she shall immediately notify Management of his/her inability to maintain sufficient heat. Tenant will be charged for any damages resulting from his/her failure to maintain sufficient heat or failure to notify Management. Disconnection of any utility due to nonpayment during residency may be cause for Notice to Vacate.

Reasonable Use: Tenant shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities in a reasonable manner and pay all utilities and assessed charges.

Indemnify and Hold Harmless: Tenant agrees to indemnify and save harmless Management against any and all liability arising from the Tenant 's obligation to the Public Service District, City or any other utility.

Tenant will be evicted if any utilities are turned off at any time.

Utilities Phone Numbers for CHARLESTON and surrounding areas:

Electric	AEP	800-982-4237
Gas	Mountaineer Gas	800-834-2070
Water	WVAW (S Chas, Nitro, Dunbar)	800-685-8660
Water	City of Hurricane	304-562-9906
Sewer	S. Chas. Sanitary Board	304-768-4140
Sewer	Nitro Regional Waste Water	304-755-3669
Phone	Verizon	304-954-6200
Phone	Fibernet	866-363-8411
Cable/Internet	Suddenlink	304-345-8483

Utilities Phone Numbers for PARKERSBURG area:

Electric	MonPower	800-686-0022
Gas – Parkersburg	Dominion Energy	800-688-4673
Water	Parkersburg Utility Board	304-424-8550
Trash	City of Parkersburg	304-424-8574

NO SATELLITE DISHES

No satellite dishes are permitted on any of our properties.

If a dish is installed, a \$1000 fee will be assessed. This is to pay for the removal of the dish, application of silicone immediately after removal and yearly applications of silicone into holes drilled into the roof. Silicone degrades with time and sunlight so regular application is necessary.

If any satellite dishes are currently installed on the roof, they will be noted below and will not be responsibility of the tenant:

Location _____ Brand of dish _____

Location _____ Brand of dish _____

REQUIREMENT FOR RENTERS' INSURANCE

You are **REQUIRED** to have "Renter's Insurance" for fire, theft, liability, etc. on personal possessions, family, and guests. The Owner's insurance does not cover your personal property. Storms, fire, or broken water pipes are examples of situations that might cause damage or loss to you. If your home is located in low-lying areas or near any body of water, there may be a risk of flooding. Please discuss appropriate coverage with your insurance agent. We recommend that you contact the insurance company you use for your vehicle or other needs. Multiple policy discounts are usually given. A copy of your declarations page is to be given to management within 3 days of your lease start date. Management must be added as a "certificate holder", "interested party" or "additional insured" so Management will be notified of any change. A copy of the policy must be provided to Management on a yearly basis.

EMERGENCY PROCEDURES

(Kitchen fire, hot water heater burst, burst water pipe, tree on house, etc.)

Emergency Contact Numbers: Emergency phone calls may be made at any time of the day or night. Please leave a message AND text to all of the below numbers in the following order until you reach someone. *If non-emergency calls or texts are made to the personal cells, a \$25 charge will apply.*

(304) 552-4168 Personal Cell/Text – Jennifer McQuerrey, Property Manager

An emergency exists when danger is present or property damage has occurred or is about to occur. To report an emergency, call the cell phone of the property manager and all maintenance numbers until you reach someone. Leave messages and texts at all numbers until someone is reached. Be sure to report the specific emergency and include your telephone number.

If the emergency involves a fire or similar emergency, please notify the proper Authorities at 911 before calling us!!

Upon first occurrence or discovery of problem, secure from further damage immediately if it is safe to do so.

Upon first occurrence or discovery of problem, secure from further damage immediately.

Tenant Responsibility

- Call 911 if applicable
- Make sure everyone is safe.
- Take steps to prevent additional damage immediately.
- Turn off the source of water, electricity or gas, as the situation demands and only if it's safe to do so.
- Notify Management
- Make claim on Tenant's insurance if applicable
- Notify Management of Tenant's insurance coverage
- Provide emergency (police, fire, etc.) report to Management within 5 days of the incident.
- Provide access for insurance, repair people, etc. to assess and repair damage.
- Notify management of delays, "no show" appointments, and problems with repairs.

Management Responsibility

- Notifies the Owner, insurance company and repair companies.
- Gets estimates and schedules work.

Repairs will begin as quickly as possible. The length of time needed to perform the repairs will depend on the severity of the damage. Please remember that work is performed during normal daytime business hours, Monday through Friday and may require several days to complete. The repair company will set a time with you to work on the house.

Depending on the repair, the property manager may want to make a final inspection of completed work. If there is a delay, please contact the office. Sometimes the repair company is not prompt in their scheduling or completion of work. Your help is vital to this process.

You are responsible for any loss to the Owner due to Tenant negligence. If a Tenant or a guest caused the damage, please be aware that all charges not covered by insurance will be billed to you.

MOVING IN

Condition: Tenant is accepting the dwelling unit in its current and present condition.

Possession: If, after signing this agreement, Tenant fails to take possession of the premises, Tenant is still responsible for paying rent and complying with all other terms of this agreement. If there is a delay in delivery of possession by Management, rent shall be abated on a daily basis until possession is granted. If possession is not granted within 7 days after the beginning day of the initial term, then Tenant may void this agreement and have full refund of any deposit. Management shall not be liable for damages for delay in possession.

Get to Know Your Property - When you first move-in, locate the following items:

- Water main shut off.
- Water shut off valves in rest of unit.
- Gas meter.
- Gas shut offs to AC/Heater unit, water heater, stove, and fireplace.
- Inside breaker box.
- Outside breaker box and meter box.
- Ground Fault outlets. (Bathrooms, kitchen, garage, and main breaker box)
- A/C filter and drain line.
- Smoke detectors.
- Carbon monoxide detector(s) if there is gas service.
- Fire extinguisher.
- Utilities for other buildings or sheds.
- Mailbox.
- Septic system, if applicable.

Pre-Occupancy Inspection: Tenant shall complete an inspection form BEFORE moving anything into the unit. Performing the inspection before you move furniture into the home will ensure that nothing is hidden from view. Do not put repairs on this form. This form is for cosmetic items such as stains on carpets, burns on counter tops, cracked tiles, marks or blemishes on walls, or any other item that shows excessive wear and tear. If you are not sure, list it anyway. Three days are allowed for completion of this form. You may return it to our office or you may fax it to us. In either case, you will have a copy for your records. The Move In Inspection is for your protection. If you fail to return this form to our office in the allotted time, results of the move-out inspection will be at the sole discretion of the property manager. If tenant does not return the form within 3 days of the start date of the Lease, it will be understood that there are no current damages to the unit.

Put This Lease Where You Can Find it - Keeping it on top of the refrigerator works for most people. Before calling Management, see if the answer to your question is in this lease.

INSTRUCTIONS FOR KEYPAD DEADBOLTS

To Lock Door from Outside

- Close door tightly and hold in place (Sometimes you will need to pull the door toward you as the door is unlocking. In cold weather, you may need to pull quite hard)
- Press center button on keypad with a picture of a lock, or the Gatehouse button
- Always check to make sure the door is locked securely

To Unlock Door from Outside

- Pull the door toward you (In cold weather, you may need to pull quite hard)
- Enter the 4 digit code while still pulling door toward you. If it is a Gatehouse brand, you will need to press the Gatehouse button after the code.

Changing the Batteries

- If Kwikset, pull top half of plastic inside cover off by pulling it straight out. It may feel as if you are going to break it, but you won't. You may need to use both hands and wiggle it slightly. If Gatehouse, pull the cover straight up and then toward you.
- Replace batteries
- Press cover back in place
- Tenants are responsible for changing the batteries

PREVENTABLE MAINTENANCE

All preventable maintenance issues will be billed directly to the tenant. This includes but is not limited to frozen pipes, broken windows, clogged drains, etc. The tenant is responsible for the following regular maintenance:

Weekly:

Mow grass and weed eat
Remove weeds from mulched areas
Check smoke detectors to make sure all are operable and the batteries are charged

Monthly:

Change air filters monthly to prevent dust from entering the heating & cooling unit and damaging it. You must turn off the heating & cooling system while the filter is out. Dirty and missing filters can cause permanent damage to a heating & cooling system. Management will charge for 1) cleaning the unit if the filter is found to be excessively dirty 2) service calls that were found to be caused by dirty filters and 3) damage to the system which was a result of a dirty filter.
Check fire extinguisher to make sure it's adequately charged.

April:

Open all foundation vents
Remove debris from all gutters

October:

All foundation vents must be closed.
All other openings should be covered using insulated material to prevent air from blowing under the building.
Exterior water spigots are to be covered with an insulated cover
Remove debris from all gutters

When snow or ice falls:

Clear porches, stairways, ramps and sidewalks of all snow and ice.

When temperatures are at 25 degrees or colder:

Both the hot and cold water valves on faucets must be left running not dripping to allow water to move in the pipes to prevent freezing. The stream of water should be equal to the size of the lead in a regular #2 yellow pencil.
Leave cabinet doors open under sinks to allow the heated air to reach the pipes.

When leaving unit for more than 48 hours:

Turn off main water shutoff valve.
Drain all water out of lines by turning faucets to the on position momentarily to let the water drain out.
Keep heat to a minimum of 50 degrees at all times

Clogged pipes

No baby wipes, tampons, tampon wrappers, tampon applications or sanitary napkins are to be put in the toilet. Many of our properties have updated plumbing, however, the pipes leading away from the house are very old and cannot handle these items. The only things that should be flushed down the toilet are toilet paper and human waste.

GENERAL RULES & REGULATIONS

Phone Number - All Tenants are required to have telephone accessibility and to provide Management with their home, cell and work phone numbers. Please be sure to notify us when you change home, cell or work numbers. Even unlisted numbers must be provided.

Subletting/Assignment – Subletting or assigning this lease to another party is prohibited.

Use – Tenant to use the dwelling unit solely as a residence. No childcare or other business activities are permitted.

Disturbances, Noise and Nuisance - All Tenants and guests are expected to conduct themselves in a way that will not offend or disturb the neighbors or passersby. Any activity that causes extreme or excessive noise, traffic or disturbance of any kind is cause for eviction. This includes loud, lewd music, or vulgar or profane language. If music or other sounds can be heard outside the perimeter of the premises, it is considered too loud.

Periodic Inspections - Management will conduct routine inspections of the condition of the property.

Associations - If your home is in a subdivision or other complex where an association exists, you will be expected to comply with all rules and regulations that the homeowners association has imposed. Any noncompliance may result in the association placing a lien against the property or a fine to the owner. You are responsible for any noncompliance that you create and are responsible for all charges and legal fees due to this noncompliance.

Guests - No guest may stay longer than 7 days without permission of Management. Only those persons listed on your rental application have permission to occupy the premises. You will be responsible for the behavior of your guests. All portions of the lease apply to your guest just as they apply to you. No guest may stay longer than 14 days during a calendar year. Guests may not bring their pets.

Drugs: No illegal drugs or drug paraphernalia on premises. This includes prescription drugs not prescribed to listed tenants. Illegal drugs on premises will result in immediate eviction and loss of all deposits.

Do not allow any person who is under a "no trespassing" notice in or near the dwelling unit. It will be a serious violation of this Lease to allow any such person on or near the premises.

Insure against neglect of children, which endangers their health, safety and welfare by providing adequate care and supervision. Do not permit children less than 12 years of age to be left in the home without proper adult supervision.

Noise: All voices, radios, electronic devices, televisions, musical instruments, etc. must be at a level of sound that does not annoy or interfere with neighbors.

Refrain from illegal or any activity, which impairs the physical or social environment of the development. Theft, alcohol and substance abuse, sex crimes and any behavior causing police visits, raids, etc., will result in termination of tenancy.

Firearms: Do not possess any illegal and/or unregistered firearm in or near the premises.

The use of pellet guns, BB guns, firearms, air rifles, bows and arrows, slingshots or fire works is strictly prohibited.

Management may terminate the tenancy if the tenant, any member of the household, guest or other person under the tenant's control, is present or otherwise residing in the household, has fled from any jurisdiction to avoid prosecution, custody or confinement after conviction, for a crime that is a felony in such jurisdiction, or violating a term or condition of probation or parole imposed under any such jurisdiction.

Do not commit, or allow members of Tenant's household to commit any fraud in connection with any federal housing assistance program, and not to receive or allow members of Tenant s household to receive assistance for occupancy of any other dwelling assisted under any federal housing assistance program during the term of this Lease Agreement, or any subsequent renewals.

Correct any violation (other than a lease termination of tenancy/demand for possession) within 2 calendar days after delivery of written notice from Management of the specific violation.

Assure that Tenant, other persons under Tenant 's control, any member of the household, or a guest, shall not engage in:

- 1) **Any criminal activity** on or off the premises. Management will terminate tenancy and evict tenants for engaging in criminal activity regardless of whether the person has been arrested or convicted for such activity and without satisfying the standard of proof used for a criminal conviction.
- 2) **Any drug-related criminal activity** on or Tenant off such premises (manufacture, sale, use, distribution, possession of any illegal drugs or paraphernalia); or any activity by Tenant or guest in which Management determines that Tenant or Tenant's guest is illegally using a controlled substance.
- 3) **Abuse of alcohol or other mind-altering substance** that Management has reasonable cause to believe that such use or pattern of use may interfere with the health, safety or right to peaceful enjoyment of the premises by other tenants, employees of Management, or persons legally on the premises

Notify Management when Tenants will be absent from the unit for more than 7 days and provide a means for Management to contact Tenants in the event of an emergency.

Storage of Others Belongings – Storage of items belonging to anyone other than those listed on the lease is strictly prohibited.

Property Loss: Management shall not be liable for damage to Tenant's property for any type for any reason or cause whatsoever.

Fire and Casualty: If residence becomes uninhabitable by reason of fire, explosion, or by other casualty, Management may, at its option, terminate rental agreement or repair damages within 30 days. If Management does not do repairs within this time or if the unit is fully destroyed, the Lease is terminated. If Management elects to repair damage, rent shall be abated and prorated from the date of the fire, explosion, or other casualty to the date of re-occupancy, providing during repairs, Tenant has vacated and removed Tenant's possessions as required by Management. The date of re-occupancy shall be the date of notice that residence is ready for re-occupancy.

Indemnification: Tenant releases Management from liability for and agrees to indemnify management against losses incurred by Management as a result of (a) failure to fulfill any condition of this lease; (b) any damage or injury happening in or about residence or premises to Tenant's invitees or licenses or such person's property; (c) Tenant's failure to comply with any requirements imposed by any governmental authority; and (d) any judgment, lien, or other encumbrance filed against residence as a result of Tenant's action.

Credit Application: Tenant agrees if he/she has falsified any statement on his/her application, Management has the right to terminate Lease immediately. Management shall be entitled to keep any security deposit and prepaid rent as liquidated damages. In the event Management exercises its option to terminate Lease, Tenant will remove him/herself, his/her family, and possessions within 24 hours of notification.

Power Outages: Management will not be responsible for alternate accommodations, food lost from refrigerator or any other cost relating to a power outage.

Mortgagee's Rights: Tenant's rights under this lease shall at all times be automatically junior and subject to any deed to secure debt which is now or shall hereafter be placed on premises of which residence is part; if requested, Tenant shall execute promptly any certificate that Management may request to specifically implement the subordination of this paragraph.

Liabilities Of All Parties: If more than one person signs this lease, the liability of all parties shall be joint and several meaning that each tenant is liable for the entire rental payment and all other obligations. In the event at Management sues the tenant(s) for any reason, including nonpayment of rent, all those either signing the lease or living in the premises will be named as defendants.

Expenses: Expenses are never to be deducted from the rent. Expenses and reimbursements are always to be handled as separate transactions unless prior arrangements have been made.

Severability: If any provision of this Lease is declared illegal or void in a judicial proceeding, the remaining provisions herein shall remain in full force and effect.

Non-Waiver: Neglect or failure of Management at any time to use any of its rights or remedies under this Lease shall not be a waiver of its right and privilege to take advantage of each and every such right and remedy whenever and as often as any ground may therefore arise.

Entry Into Premises During Tenancy: Management shall, upon reasonable advance notification to Tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing inspections, routine maintenance, improvements or repairs, and/or for the control of insects. Reasonable advance notice shall be defined as follows:

- Sign posted on door giving a 24 hour notice

- Notice sent by USPS first class mail 5 days before entry
- Consent to enter in person
- Consent to enter via phone, text or email
- A request for maintenance by a Tenant. The staff involved in the performance of the work order shall have the right of entry to perform the work order whether or not Tenant is at home.
- When a Tenant has given notice of plans to move, staff may enter to show the unit to a prospective Tenant during workday hours of 9:00 am - 6:00 p.m. Notice of plans to move constitutes advance notice that the unit may be shown.
- If Tenant moves before the Lease terminates, staff shall enter and prepare the unit for re-occupancy without notice.

Management may enter the premises at any time without advance notification when there is a reasonable cause to believe that an emergency, a hazard, reports of property damage or severe sanitation issues, or eminent threat exists.

Changes/Additions to Rules: Management reserves the right at any time to prescribe additional rules and make such changes to the rules and regulations.

IN AND AROUND THE HOUSE

The Property - You have leased a home . . . think of it as your own. During this lease term, you are in possession of the house and yard. Your obligations are similar to those of the Owner, and you are expected to care for and maintain the premises accordingly.

No smoking: Smoking is prohibited inside and outside ALL of the rental units by tenants and their guests. **A charge of \$1000 will be assessed if smoking has occurred inside or outside the unit.** This will pay for carpet cleaning, odor removal and application of an oil based sealer and paint.

Promptly notify Management of any need for repairs to equipment or premises and to permit Management to perform all needed repairs. Tenant shall pay for all damages beyond normal wear and tear. If failure of Tenant to report a normal wear and tear or other item causes further damage, the Tenant shall be responsible to pay for the additional repairs.

Non-Emergency Maintenance Requests – The preferred method of submitting maintenance requests is through the online tenant portal at www.oldworldrentals.com. Tenants may also report any repairs to our office either by text, fax, email or phone call. Report all maintenance to Management as soon as possible to prevent further damage. Non-emergency calls are to be made during the hours of 9am – 5pm M-F. Emergency calls are permitted 24/7. Maintenance requests are to be made to the office and NOT directly to maintenance. If rent is not paid in full, Management has no responsibility to make any repairs.

Test monthly and replace the batteries when needed in all smoke and carbon monoxide detectors. If the detectors alarm does not sound, replace the battery. If this does not solve the problem, contact our office so that we can replace the unit. There will be a \$20 fee per battery that Management must have replaced due to Tenant not replacing it.

Fire extinguishers. The Tenants’ responsibility is only to check fire extinguisher every month and ensure that the charge indicated on the pressure dial says OK or is in the green. If you do not have a pressure dial, check for a replacement date. Contact Management if the fire extinguisher needs to be replaced.

Never disable or remove any smoke detectors, carbon monoxide detectors, fire ladders or other safety equipment. This is grounds for eviction!

No open containers of alcohol are permitted outside.

Comply with all rules and regulations of all insurance policies of the owner and management of this property.

Maintain a minimum temperature of 50 degrees at all times to protect property from freezing.

No open flames, such as candles, charcoal cookers, kerosene heaters.

Water Filled Furniture – All water filled furniture is prohibited. This includes waterbeds, fish tanks, or other water filled items.

Do not attach awnings or other projections to the outside of the building.

Keys And Locks - Only those individuals listed on this lease are permitted to possess a key or entry code. Alterations or replacement of locks, installation of bolts, knockers, mirrors or other attachments to the interior or exterior of doors requires the approval of Management. Management must have keys to each lock on the house. We may gain access and re-key if at any time access is denied, and charge the cost to the Tenant. Copies of the new keys will be available at the office during posted office hours. All keys are to be returned to Management upon vacating the premises.

Entrances, walks, lawns, and driveways shall not be obstructed or used for any purpose other than ingress and egress.

Mold/mildew – Tenant certified that the dwelling has been inspected prior to lease and no mold or mildew was present. In order to prevent mold or mildew, tenant shall remove any visible moisture accumulation in or on the premises including walls, ceilings and bathroom fixtures. Tenant further agrees to mop up spills and thoroughly dry areas with moisture immediately after occurrence and regularly allow air to circulate and keep climate and moisture in the premises at reasonable levels. Tenant shall promptly notify Management in writing of any excessive moisture, plumbing leaks, drips, sweating pipes or standing water inside the premises or in any common area. Tenant shall be held liable for damages sustained to the premises or to occupants as a result of Tenant’s failure to comply with these terms.

No satellite dishes, radio or television aerials to be placed anywhere on the property.

Only outdoor furniture to be placed on porches, decks or anywhere else outside on the property.

Gas grills are to be stored and operated at least 4 feet from any structure on the property

No combustible materials or materials which would increase fire risk shall be taken or placed in a storage area or the residence.

Automobiles/Motor Vehicles:

- 1) All vehicles must be registered, licensed and operable at all times. Any car on blocks, with flat tires or leaking fluids shall be deemed to not be fully operational.
- 2) No car parts are to be left outside or taken inside.
- 3) Any vehicles forbidden under this paragraph may be towed at Tenants expense after notifying that offending vehicle must be removed.
- 4) Park automobiles and other motorized vehicles in designated parking areas only. You are not allowed to park on lawns, sidewalks and other areas not specifically designated for parking
- 5) Under no condition are motorized vehicles to be stored in the dwelling unit.
- 6) Tenant shall not display vehicles for sale on the premises.
- 7) No vehicle repair (except minor repairs such as changing a tire) is allowed at anytime
- 8) No oil/fluid stains are allowed on the garage floor, driveway, walkways or any other area on the property. If your vehicle leaks fluids, place a protective covering or pan under the vehicle to catch the oil/fluid leaks.
- 9) In accordance with applicable state and local laws, illegally parked and inoperative vehicles will be towed off at the owner's expense.
- 10) Do not allow motorized vehicles on lawn areas while moving into, moving out of or while residing at a dwelling unit, and not to drive or park nor to allow any visitor to drive or park on lawn areas at any time.
- 11) Do not allow non-Tenants to store motorized vehicles on the property.

Plastic on Windows: No plastic shall be installed over windows on the outside of the unit under any circumstances. If the Tenant wishes to install plastic over the inside of the windows, only 3M window kits shall be used. Under no circumstances may tape other than what comes with the commercial storm window kit be used. No staples or nails. Tenant shall remove all plastic and tape residue from windows before vacating.

Comply with the directions given by Management concerning the move-in and move-out date and time.

Do not bring in used furniture, other than what you currently own. This is the biggest source of roach and bedbug infestations.

Use the premises solely as a private dwelling for the Tenants identified in the Lease. No business shall be conducted on the premises without special approval of Management. The presence of an individual residing on the premises who is not a signatory on the Lease will be sufficient grounds for termination of this agreement.

Do not either assign the lease or sublease the premises.

Do not provide accommodations for boarders, lodgers, or others not listed on the Lease as household members.

Do not to allow any person not listed on the Lease to use the unit address as his/her mailing address without written authorization of Management.

Trash, Garbage and Recycling - All garbage, trash and recyclable materials must be placed in securely tied plastic bags and then in appropriate metal or plastic containers with lids. Management does not provide these containers. All containers are to be discreetly stored. The Tenant is required to make arrangements to have garbage and trash picked up weekly. Containers are not to be out of the storage area except on pick up days. Any recycling items collected must be properly contained and discreetly stored. A total of no more than two 50-gallon trash bags of recyclable materials may be kept on the premises at one time.

Alarm Systems: Tenant will provide Management with codes and instructions on how to disarm any altered or new burglar alarm system.

Use appropriate window coverings. Sheets, towels and tapestries are prohibited as window coverings.

Exterior of Home - It is important to keep the vents on the crawl space open during the summer and closed during the winter.

Keep the perimeter of the house clear of all matter. Stack wood away from the exterior walls and off any wooden deck or flooring. Report any suspected water problems to Management.

Heat/AC Units - All heat/AC filters need to be changed once a month. A good rule of thumb is to change your filter each month when you pay your rent. If your AC thermostat control is digital, you may have batteries in the control and these will need to be replaced approximately twice a year. Many homes have heat pumps for heating and air conditioning. Heat pumps are designed for the temperature to be set and then to **leave the control alone**. Heat pumps are only designed to pull the temperature down 20 degrees. Poor cooling may be due to a clogged filter. Check and change the filters monthly. If water drips from the inside unit, it is usually due to a clogged condensation drain line. Some drains are easy to clean with a shop vac. The best way to prevent this is to add a cap full of bleach to the condensation drain line each time you replace the AC filter. If the line becomes clogged, turn off the unit and clear the drain line.

Circuit Breakers - If a circuit is not working, check the breakers and make sure that they are on or not tripped. Circuit breakers move slightly when tripped and may appear to be on. To reset, turn the breaker in the OFF position, then back ON again. Bathrooms, kitchen, garage, and exterior outlets are typically on ground fault circuit breakers (GFI). GFI outlets detect even slight voltage changes and cut the power during fluctuations. If you lose power to a plug near a water source, it is usually the GFI circuit. When these "trip" simply follow the instructions on the outlet cover.

Some breakers in the breaker box may have a red or yellow reset button. Please check for this if you have problems getting power to an outlet. Be sure to check all outlets if you have a problem after resetting a GFI outlet. Most GFI circuits have one GFI outlet and several regular outlets. The kitchen GFI may also reset the bathroom outlets or the garage GFI may reset the exterior outlets.

Comply with all obligations imposed upon Tenant by applicable provisions of building and housing codes.

Keep the dwelling unit in a CLEAN, SAFE and SANITARY condition so as to prevent health, sanitation or safety problems from arising.

Take strict care that windows are not left open when it rains or snows. If, by doing so, any injuries are sustained by other Tenants, or by Lessor, through damaged paint, plastering, etc., then Tenant shall be charged for the reasonable cost of repairs.

Fires: Take every precaution to prevent fires. Immediately report any fire. Clean the unit when the only damage sustained is caused by smoke. Assist in cleaning the unit prior to making repairs in all other instances.

Notify Management promptly of known unsafe conditions in the common areas and grounds which may lead to damage or injury.

Extermination of termites: Tenant shall notify Management immediately of any evidence of termites. Management will have the structure treated to rid the structure of termites.

Extermination - Management agrees that there are no pest control issues at the time the lease begins. Pest extermination is the Tenant's responsibility during the tenancy. Tenant shall notify Management immediately of any evidence of roaches, ants, wood destroying bees, mice, rats or other rodents or insects. Management assumes no responsibility for the control of roaches, mice, ants, fleas, bedbugs or other pests. You will be charged for any damage caused by uncontrolled pests.

Bedbugs - Tenant agrees that in the event bed bugs are introduced into the rental during the term of the tenancy, then TENANT shall be responsible to treat and pay for the extermination by commercially licensed exterminators to rid the unit of the infestation. Bedbugs are usually brought into a unit by a tenant who has unknowingly brought them in after staying with a friend or in a hotel, or by bringing in used furniture.

Lawns and Grounds - You are expected to care for the lawn and grounds, keeping them in as good condition as when you took possession. This care includes regularly cutting the grass, fertilizing the lawn, trimming shrubs, edging all walkways, curbs and driveways, removing all debris and keeping vines from growing onto the house. Please keep shrub and tree growth at least 12" away from the roof, eaves, and sides of the house. You are required to report any condition that can cause damage to the home or grounds. Flowering trees must be pruned at the proper time of the year for their species and all flowerbeds must be kept free of weeds, grass, etc. Whatever is in the beds as a cover (mulch, pine straw, pine bark, etc.) must be maintained by the Tenant. Do not leave hoses connected to exterior faucets with the water turned on when not in use.

Light Bulbs - At move-in, all light fixtures will be equipped with the proper light bulbs. All burned out light bulbs are to be replaced during the Tenant's occupancy (including floodlights). Upon moving out, all lights must be equipped with the proper number and kind of bulbs. For decorative bulbs, all must match. Light bulbs must be 60 watts unless otherwise specified on the

lighting fixture.

Walls and Ceilings - Please keep the walls of the home clean and unmarred. Only SMALL picture hanging nails are to be used on the walls. Smoking is not allowed inside the home. Any damage caused by smoking by tenant or tenant's guest will be the responsibility of the Tenant.

Changing Paint, Wallpaper, Etc. - If you want to change the unit in any way, including paint or wallpaper, please put your proposal in writing and submit it to Management along with a sample of the paint or wallpaper. If approved, you will receive a written confirmation. All tasks must be done in a workmanlike manner, and must be inspected and approved by Management after completion.

Hardwood Floors - Hardwood floors require pads under the legs of furniture to prevent damage to floor.

Carpet Care - Routine carpet care requires a thorough vacuuming at least once a week to remove the soil from the carpet and to keep the pile erect. Heavy traffic areas require more frequent vacuuming to eliminate the coarse particles that can act as an abrasive on the fiber. You must have a motor driven brush-and-beater type vacuum cleaner if the home you rent has carpet. Shampooing is usually required about once a year and is your responsibility. Before moving in, the carpets are professionally cleaned and you must have them professionally cleaned and deodorized upon vacating. A copy of the cleaning company's bill is required at the time of checkout.

Dishwashers - Use at least once a week. Seals may dry and the motor may be damaged by long periods of not being run.

Refrigerator - Refrigerators have several settings. The freezer setting is usually in the freezer or on the front of the refrigerator as you open the door. The refrigerator setting will be inside the refrigerator. Refrigerators should be pulled out and cleaned behind with emphasis on the coils. Clean coils will allow the refrigerator to operate more efficiently.

Garbage Disposals - Garbage disposals are not for bones, greasy items, meat or any other similar materials. If the motor buzzes, turn the switch off. Unjam the disposal by turning the blade backwards with the wrench that is provided. Reset the circuit breaker on the bottom or the side of the disposal (this is usually a small red or yellow button). If the unit turns easily by hand but not with power, call for service. Almost all disposal jams are from what is put into them or misuse.

Plumbing Stoppages - Plumbing stoppages are the responsibility of the Tenant with the exception of root intrusion in the sewer line. It is the Tenant's responsibility to prevent personal hygiene items, paper towels, excessive toilet paper, or any other item not intended for the toilet, to be put into the toilet, which can clog it. Use drain cleaners on other drains in the home to prevent any stoppages.

Screen doors - Management no longer provides or maintains screen doors due to excessive maintenance issues. If there are maintenance issues, the doors will be removed. Tenants may, at their option and expense, maintain and keep existing screen doors.

Washer/Dryer Hookups - When you install your washer and dryer, it is a good time to check your hoses and washers to eliminate leaks. The water valves are intended to be fully opened and tightened in the open position after you have connected the water lines. If you are going to be absent from the property for an extended period of time, turn off the hot and cold water supply. Check the wall and floor monthly for evidence of a hidden leak.

Maintenance, Damage And Repair - You are expected to maintain the home and keep it in as good a condition as when you took possession. Only repairs required because of normal wear will be made by Management. You will be charged for repairs caused by misuse or neglect. If rent is not paid in full, Management is under no responsibility to make any repairs.

Do not alter appliances, fixtures, furnishings, or equipment in the premises nor make any repairs or alterations whatsoever without the written consent of Management. This includes painting.

Do not display signs on any part of the premises except in a manner prescribed by Management.

Do not apply any adhesive materials such as decals, stickers or contact paper to any surface. Tenant will be assessed the charge necessary to restore any damaged item to its original condition.

Keep the grounds in a clean and safe condition and free of litter, trash, etc. Families sharing corridors or common entry shall keep them clean and free of litter. Tenant will be assessed a charge for failure to do so.

Refrain from, and require your household and guests to refrain from, destroying, defacing, damaging the premises including any fixtures, appliances, equipment, and furnishings, yard areas, shrubs and landscaping, parking spaces, development buildings, facilities or common areas.

Who Does What - All "breakdowns," system failures, and structural defects must be reported to Management immediately. If an urgent repair is needed, such as a burst water line, you are responsible for stopping further damage from occurring. If there is a leak, stop the water source immediately by shutting off the valve to that water supply or the main water shutoff to the house. If the problem is electrical, turn off the breaker serving that appliance or area until the repairman arrives. Management will make any necessary repairs within a reasonable time. You will not be reimbursed for any unauthorized repairs you make.

Some examples of maintenance you are expected to do at your own expense:

- A/C drain line stoppages.
- Plumbing stoppages.
- Replace light bulbs.
- Torn or damaged screens replacement.
- Replace AC/Heat filters EVERY MONTH.
- Relight gas furnace or hot water heaters.
- Treat for ants and other lawn pests.
- Keep flower beds weeded and edged and add fresh bedding once a year.
- Replace batteries in smoke and carbon monoxide detectors.
- Replace batteries in keypad deadbolts

Examples of repairs management will make:

- Repairs to AC/Heat systems from normal use.
- Repair appliances not working from normal use.
- Repair leaks in roof.
- Repair plumbing, which fails from normal use.
- Repair broken electrical components.
- Repair/paint rotted wood.
- Treat for termites.

Examples of repairs for which you will be held responsible:

- Replace heating elements/hot water tanks if caused by empty tank.
- Repairing burst water pipes when caused by freezing weather.
- Any unusual damage or extraordinary wear.
- Damage caused by unreported maintenance

Unauthorized Repairs - Do not make any repairs or authorize any maintenance without written permission from Management. We must authorize all repairs. Except as provided in the WV Landlord/Tenant Act, rent cannot be withheld because of needed repairs nor can the cost of needed repairs be deducted from the rent.

Cleaning and Other Information - We work hard to deliver to you a clean, well-maintained and comfortable unit with all the mechanical equipment operating properly. Proper cleaning and maintenance will keep the unit and its equipment safe and usable for you. The key to proper cleaning is to do it often. Set up a weekly schedule. Monitor the work and ensure that cleaning is performed as often as needed. A properly maintained home is a team effort involving the Owner who keeps structural and mechanical maintenance up-to-date; the Property Manager who keeps a record of necessary maintenance and places responsible people in the property; and the Tenant who keeps the property clean, performs cosmetic maintenance and promptly reports any maintenance issues to Management.

Minimum Cleaning Standards

- Keep windows and storm doors clean, inside and outside.
- Wash interior doors, doorways and walls in heavily traveled areas every 1- 2 months.
- Clean dust, dirt and debris from the upper and lower sliding glass door tracks monthly.
- Clean stove, drip pans, oven and drawer, broiler pan, hood, filter and vent biweekly.
- Mop and wax vinyl floors biweekly.
- Dust baseboards, windows sills, tops of windows, ceiling fans, doors, and ceilings monthly.
- Clean AC/Heat air return grate and change filter each month.
- Clean and sweep out fireplace. Clean fireplace grate, screen and glass.

- Replace burned-out light bulbs as needed, clean lighting fixtures as needed.
- Curtains and blinds, if provided, should be cleaned or washed semiannually.
- Bathrooms should be cleaned weekly including toilet bowls, sink, mirror, floor, bathtub/shower.
- Sweep out garage as needed.

Fireplaces - If there is a fireplace in your unit, please do not burn pine or any other "sappy" wood. This causes a buildup of residue in the chimney and increases the possibility of fire. The fireplace is not a place to burn cardboard, holiday wrappings, pine needles, etc. Make sure that the flue is open before burning any wood in the fireplace. Do not burn fires large enough for the flames to extend beyond the opening of the fireplace.

Countertops and Cabinets - Always use cutting boards and hot pads when chopping, cutting or placing hot items on counter tops. Do not use abrasive cleaners on counter tops, as they will scratch. All unpainted cabinets need to be cleaned regularly with a wood cleaner (such as Murphy's Oil Soap) and treated with a wood preserver (such as Scott's Liquid Gold). All cabinets and drawers must be cleaned the drawer and door fronts cleaned before vacating.

MOVING OUT

Notice to Vacate Procedures:

- a) All notices to Tenant shall be in writing and delivered to Tenant or to a responsible adult member of Tenant's household residing in the dwelling unit, sent by prepaid first-class mail properly addressed to Tenant, emailed to the email address given to Management by Tenant, or posted on the dwelling unit door.
- b) The 30-day notice form provided by Management at oldworldrentals.com must be filled out completely, signed and delivered or mailed to Management.
- c) Return receipt for delivery of registered or certified mail to tenant shall be sufficient evidence that notice was given, whether signed or unsigned, if it demonstrates that the Tenant was notified of attempted delivery. Management shall consider the non-return of a first class mailing as receipt. Tenant agrees that in the absence of a forwarding address being submitted to Management in writing, Tenant's address indicated above shall serve as Tenant's last known address for purposes of the laws this State or Federal law.
- d) Tenant agrees to give Management a minimum of 30-days written notice of his/her intent to vacate or you will be charged for an additional month's rent.

Abandonment: If Tenant removes or attempts to remove property from the premises other than in the usual course of continuing occupancy, without having first paid Management all monies due, residence may be considered abandoned, and Management shall have the right without notice, to store or dispose of any property left on the premises by Tenant. Management shall also have the right to store or dispose of any of Tenant's property remaining on the premises after the termination of this agreement. Any such property shall be considered Management's property and title thereto shall vest in Management.

Marketing During the Notice Period - After you have given notice that you intend to move, the property may be listed for sale or rent. We will begin to market the home similarly as when you first viewed the home. We will try to contact you and set an appointment for times that will be convenient for showings. The better a home shows, the more likely it will rent or sell quickly. The faster a new Tenant is found, the less you will be bothered by showings. Please make sure the following items are checked before each showing:

- All beds made and rooms neat.
- Floors are recently vacuumed; clutter free, no piles of dirty clothes.
- Kitchen and baths are clean. Sinks are clean and empty.
- Walls are clean and unmarred.
- Dogs are out of the way, litter boxes are clean and odor free.
- TV is off or volume turned low so as not to be intrusive.
- Yard is mowed, trimmed and in good condition
- Blinds/curtains are open and home is well lit.

The Move-Out Inspection - At the termination of occupancy, Management shall inspect the premises and compile a listing of any damage to the unit, which is the basis for charges against the security deposit and the estimated dollar cost of repairing such damage. Management reserves the right to videotape or photograph the unit at any time to document unit damage or condition. Contact Management with the date your home can be inspected. Inspections will be made in private and you will be notified of any discrepancies. The following is a list of procedures used for the move-out inspection:

- Inspections are made 9:00am-5:00pm Monday through Friday. Do not plan on an inspection on weekends or holidays.
- All utilities are to be left on for three days after you move out. This enables you to have utilities for additional work if all is not acceptable the first time through.
- Inspections are made only after you have completely vacated the premise, the premises are cleaned, carpets are professionally cleaned and dry (receipt required, chemical dry cleaning is unacceptable), the yard is mowed and edged, all trash hauled off, shrubs trimmed, flowerbeds have fresh bedding, and keys have been returned.
- A room-by-room check will be made, including interior, exterior, grounds, appliances, windows, curtains, blinds, etc.
- Cleaning guidelines are provided on the following page.

Breaking The Lease - If you break your lease, you will be responsible for all costs incurred in securing a new tenant and any rent owed until the home is re-rented. We will remarket the home in the same manner that we market all other vacant homes that we manage. When the new tenant moves in, your obligation ceases. Forfeiture of your security deposit does not excuse you from other obligations of the lease. You must follow all procedures for marketing, cleaning and checkout. The following is a list of the most common charges for breaking a lease. These are some, but not all of the possible charges: A re-leasing and/or breaking lease fee, rent until the new lease takes effect, lawn maintenance (you need to arrange for that before leaving), utilities (keep them on in your name until notified of a new Tenant), advertising.

CLEANING GUIDELINES FOR MOVE-OUT INSPECTION

- _____ Remove all personal items from the unit, garage, deck and patio areas.
- _____ Remove all personal items from the attic and storage areas.
- _____ Gently sweep ceilings for cobwebs and dust.
- _____ Wash walls and switch cover plates where soiled.
- _____ Remove nails and picture hooks.
- _____ Do not spackle or paint without written permission.
- _____ Clean all light fixtures and ceiling fans blades.
- _____ Replace missing or burned out light bulbs. Use 60-watt bulbs unless fixture states otherwise.
- _____ Clean all interior and exterior doors
- _____ Clean all walls
- _____ Clean all trim and baseboards
- _____ Clean all windowpanes, windowsills and the window sashes.
- _____ Clean blinds, storm windows, doors and storm doors inside and out. Clean both sides of all doors (interior and exterior).
- _____ Clean sliding glass door tracks. Must be clear of any dust, dirt, or sand and be moving freely.
- _____ Check for any torn screens or broken windows that need repair. Repair as needed
- _____ Change the heat/AC filter and clean the grate
- _____ Vacuum all vents and bathroom vent fans.
- _____ Clean and sweep out the fireplace. Remove all old logs and ashes. Clean fireplace screen and glass.
- _____ Clean the stove, replace the burner drip pans, clean the oven, racks, oven door, broiler parts, hood, under the hood, filter and vent. Leave the broiler pan in the oven.
- _____ Clean all inside of cabinets, drawers and shelves.
- _____ Clean the outside of cabinets.
- _____ Clean refrigerator. Clean the underneath, behind, grillwork, inside all door gaskets, and the drip pan.
- _____ Bathrooms should be thoroughly scrubbed to include toilet bowls and base, sink, mirror, vanity, floor, bathtub/showers and walls. Make sure all soap scum is off the tubs, showers and doors. wipe out medicine cabinets; remove all soap and detergents (toilet paper may be left).
- _____ Mop all hard surface floors.
- _____ Have carpets professionally cleaned after the house is vacant. Provide the receipt to management. Stains must be remedied.
- _____ Sweep out the garage
- _____ Clean any oil stains in the garage and driveway.
- _____ Clean all garage windows.
- _____ Mow the yard, trim the shrubbery, prune small trees, edge and sweep all walkways and driveways.
- _____ Rake the leaves and pick up all the trash.
- _____ Clean out the flowerbeds and replace with fresh bedding.
- _____ Place all debris, rubbish and trash in proper containers, in the proper area for garbage pickup. Please arrange with friends or neighbors to put garbage out on collection day. Garbage bags may not be left out more than one day.

SCHEDULE OF CHARGES

The following is a list of estimated charges we may deduct from you security deposit if these items are not completed. Please note that these charges are averages to be used and that actual charges may exceed those shown. Charges are applied only when work is required beyond what is considered normal "use and wear". Replacement charges in most cases include both parts and labor. This is not intended to be a complete list but is a list of the most common charges.

Cleaning		Walls	
Ceiling fan	\$25 Minimum	Remove mildew & treat	\$50 Per Hour
Light fixture	\$15 Minimum	Cover crayon or other marks	\$50 Per Hour
Refrigerator	\$30 Minimum	Repair hole in wall	\$35 Per Hour
Dishwasher	\$20 Minimum	Remove wallpaper	\$50 Per Hour
Stove Top	\$30 Minimum	Repaint walls/ceilings	\$50 Per Hour
Oven	\$50 Minimum		
Stove hood	\$30 Minimum	Doors	
Burner drip pans and rings	\$40 Minimum	Repair hole in hollow-core door	\$95 minimum
Outside cabinets/drawers	\$3/door/drawer	Repair forced door damage	\$50 Per Hour + Supplies
Inside cabinets/drawers	\$3/shelf/drawer	Replace inside door	\$100 + Cost of Door
Sink/garbage disposal	\$20 Minimum	Replace outside door	\$100 + Cost of Door
Kitchen floors	\$45 Minimum	Replace sliding glass door	\$200 + Cost of Door
Bathroom floor	\$40 Minimum	Replace sliding door screen	\$100 + Cost of Screen
Tubs/shower	\$55 Minimum	Repair garage doors	As Per Bid
Shower doot/tracks	\$30 Minimum	Re-screen doors/windows	\$50 Each
Toilets	\$30 Minimum		
Sinks	\$20 Minimum	Lawn Care	
Kitchen/bathroom walls/ceilings	\$15 Per Surface	Mowing	\$50 for average sized yards
Entry tile/vinyl/threshold	\$25 Per Entry	Weedeating	\$35 for average sized yards
Vacuum all carpets	\$60 Minimum	Weeding in landscaped areas	\$35 minimum
Greasy parking space/garage floor	\$60 Minimum		
Mold from window frames/tiles/paint	\$25 Per Hour	Locks & Keys	
Window blinds	\$10 Each	Keypad deadbolt	\$50 + Cost of Lock
Cigarette/fireplace/candle smoke	\$75 Per Room Minimum	Lever knobs	\$50 + Cost of Lock
etc. from all wood, appliances, drapes,		Mailbox locks	\$40 + Cost of Lock
wall/ceiling surfaces.		Keys	\$10 Each
		Garage door openers	\$75 Minimum
Floors		Miscellaneous	
Repair vinyl	\$75 Per Hour	Remove furnishings, garbage, junk,	\$75 Per Hour + Disposal Fee
Replace kitchen vinyl	Replace Cost	tires, hazardous materials, etc.	
Replace bathroom vinyl	Replace Cost	Remove moss from decks/patios	\$50 Per Hour + Supplies
Repair tile	\$75 Per Hour	Repair/replace damaged appliances	\$50 Per Hour + Supplies
Replace tile	As Per Bid	Flea treatments	\$50 each
Repair/replace hardwood floors	As Per Bid	Replacement of furnace filters	\$20 each
Repair/replace carpet	As Per Bid	Replacement of screen (not frame)	\$50
		Installation/replacement of smoke detector batteries	\$10 each
Electrical			
Replace regular light bulbs	\$5 each		
Replace fluorescent bulbs	\$10 each		
Replace floodlights	\$10 each		
		ALL TIME WILL BE BILLED AT \$50 PER HOUR MINIMUM	

SECURITY DEPOSIT

Payment of Security Deposit: Tenant agrees to pay a Security Deposit in full upon execution of this lease and prior to move-in unless an agreement is made in advance to split up payments.

Security Deposit Refund to be made payable as follows: _____.

The Security Deposit will be used by Management at the termination of this Lease toward reimbursement of the cost of repairing, beyond normal wear and tear, damages to the dwelling unit's interior, exterior, or yard area, and any rent or other charges owed by the Tenant. Deductions may be made for any known delinquent utilities. Vacating for any reason prior to the renewal date of the lease will result in forfeiture of the security deposit. Tenant may not apply the deposit to the last month's rent or to any other sum due under this agreement. Excepting normal wear and tear, a Tenant agrees to pay the amount billed for charges at move-out. Deposit may be applied by Management to satisfy all or part of Tenant's obligations and such act shall not prevent Management from claiming damages in excess of the deposit.

Return of The Security Deposit – Follow the terms of your lease and you should receive a full refund. The security deposit will be refunded, without interest, within 60 days of vacating minus any deductions. It will be in the form of a check and mailed to the forwarding address on the 30-day notice. If the tenant fails to provide a forwarding address in writing, Management is under no obligation to Tenant for the return of the deposit. We appreciate your efforts and are glad to give refunds. If you have any problems where you believe you may not get a refund, contact our office. We may be able to assist you and help you get a partial or even full refund. Even a partial refund is to everyone's benefit. **THE SECURITY DEPOSIT MAY NOT BE USED AS THE LAST MONTH'S RENT!!!**

In order to receive refund of your full security deposit, the following requirements must be met:

1. Full term of the lease has expired.
2. All provisions of the lease have been complied with.
3. The required 30-day notice form was filled out completely, signed, and received by the Management Office. The required form is at www.oldworldrentals.com.
4. No damage to Premises, and Premises is in the same condition as date of move-in.
5. All items on the "Cleaning Guidelines for Move-Out Inspection" have been completed.
6. No unpaid late charges, outstanding pet charges, delinquent rents, or any charges under the terms of the lease and/or attachments are outstanding, **NOTE: Any unpaid amounts even if they have accumulated during the term of the lease may be deducted from any of the Tenant's funds held.**
7. Forwarding address has been provided to Management in writing.
8. If a pet is present, unit is to be professionally exterminated for fleas upon vacating at Tenant's expense and all pet waste must be cleaned up. Receipts must be provided to Management. One flea will quickly multiply into an infestation in a vacant unit.
9. No spackling or other wall repair done without prior approval.
10. Keys for all locks and garage door openers have been returned to our office immediately upon vacating.
11. All Tenants have completely vacated the unit.
12. Any property belonging to the Owner including but not limited to pool passes, keys, access keys, gate openers, etc. have been returned.
13. All utilities are to be left on for 3 business days after the Tenant notifies Management that they have vacated the premises. Tenant will be responsible for payment for any utilities needed to correct a repair or for cleaning that was not completed before move-out.
14. Move-out inspection will be based on information provided in the Move In Checklist given at move-in. The Move In Checklist must have been returned by date provided on original forms in order for information to be applicable. If the Move In Checklist was not returned within 3 days of the original lease start date, results of move-out inspection will be at the sole discretion of property manager.
15. All inventoried items must be on premises and in good condition less normal wear and tear.
16. Tenant must provide proof that all electric, gas, trash, water, sewer, fire and police fees have been paid in full. Many utilities place liens on the property for the amount of unpaid utilities.
17. Tenant must provide Tenant's Request for Return of Deposit to Management and include receipts documenting payment of all final utility bills. Form is available at oldworldrentals.com.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below)

(i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)

.....

.....

(ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below)

(i) Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below)

.....

.....

(ii) Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (Initial)

(c) Lessee has received copies of all information listed above

(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (Initial)

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate:

Lessor	Date	Lessor	Date
Lessee	Date	Lessee	Date
Agent	Date	Agent	Date

Welcome to Old World Investments LLC!

All of us at Old World Investments LLC would like to thank you for allowing us to be your source for your rental needs. We want to make your rental experience a pleasant one and hope you will look to us for all your rental and real estate needs in the future.

Should you decide to purchase a home in the future, please let us know and we sometimes sell our homes. The home you're renting may also be available to purchase.

The lease outlines our responsibilities to you, and your responsibilities to us and to the home. Please read each paragraph carefully. A good relationship is ensured when both parties understand and fulfill each of their responsibilities and obligations.

Below is a list of the items you need to address on the lease before returning the signed copy:

- All pages Initial at the bottom of EVERY page
- Pg 1 Fill in names, sex and birthdates of all residents
- Pg 3 Initial in middle of page for either "I do NOT have pets" or "I DO have pets"
- Pg 3 Fill in each pets name and info
- Pg 21 Fill in how you would like the check made out when returning the security deposit
- Pg 22 Date and signature
- Pg 23 Initial (d) ONLY
- Pg 23 Sign as lessee

You may scan and email the lease to Jennifer@oldworldrentals.com, fax it to 304-553-7451 or text 304-552-4168 to arrange a time to meet.

Please also be sure to take care of the following items before the start of the lease:

- Obtain renters insurance with Old World Investments LLC listed as an "interested party" or "certificate holder".

Please have us listed as follows: Old World Investments LLC
PO Box 8574
South Charleston WV 25303

- Provide a copy of your renters insurance policy to us within 3 days
- Return the move in form listing any existing damages to the unit within 3 days
- Turn all utilities on in your name by the lease start date
- Program all OWI contact numbers in your phone

You will be receiving an email shortly after we receive your lease giving you access into our online tenant portal. You will be able to request maintenance and make payments online.

Please let me know if you have any questions.

Jennifer McQuerrey

Mgt Initials

Tenant Initials

Tenant Initials

Tenant Initials