



## TENANT RESPONSIBILITIES ADDENDUM

Currently you are renting a home. But think of it as your own. During the term of this lease, 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.

This Tenant Responsibilities is part of your month to month or lease agreement and is legally binding. Please keep and referral back to it when you have question.

1. **Rental Payments:** Rent is due on the first and late thereafter. Payments will be accepted in personal check, money order or certified funds and should be made payable to Sacramento Valley Property Management. We do not accept cash payments for the safety of our office staff. We also have online access for you to pay your rent. You will find that information in your tenant paperwork.
- You may mail or deliver your payment to our office address 9245 Laguna Springs Drive, Suite 200, Elk Grove, CA 95758 between 8:00 AM – 5:00 PM and Monday - Friday. Please write your address on the memo line of your check to insure proper credit. Please enclose the check in an envelope and put attention to: **“Sacramento Valley Property Management”** on the front of the envelope. Please asks the receptionist on the front desk to input the date and time you drop off the check on a seal envelope. **DO NOT LEAVE CASH.** We will not or cannot guarantee it.
- **Rental Payment If Owner Management the Property:** Rent is due on the first and late thereafter. Payment will be accepted in personal check, money order or certified funds. Rent payment should be made payable to **Owner's Name** and mail to owner address base on the lease or month to month agreement. Please check your lease or month to month agreement for more information.
- **LATE FEES:** Rent is due on the first (1<sup>st</sup>) day of each month and subject to a late fee if not received by Sacramento Valley Property Management/Landlord within 3 calendar days after the date due. You will be charged a \$50.00 late fee. If check is returned an additional charge of \$25.00 will be imposed. Please referred to your lease or month to month agreement. Week-ends and holidays DO NOT extend the grace period. Unpaid late fees will be charged against your security deposit when you vacate. Continued failure to pay rent on time will result in termination or non-renewal of your tenancy.
- **NSF CHECK FEE-\$25.00.** If your check is returned for Non-Sufficient funds, your rent will be considered late and you will be charged for late fees as outlined above up until
  - the funds are made good.



## **2. Phone Number**

- You are required to have telephone accessibility and to: a) provide us with home, work and cell numbers b) if your numbers change, you must provide us with the new numbers

## **3. Garbage and Recycling**

- You are required to use the proper waste management service.
- Use appropriate containers.
- Set out at appropriate time.
- Do not accumulate trash in and around the home.

## **4. Disturbances, Noise and Nuisance**

- Tenants should conduct themselves in a way that will not offend or disturb neighbors or passersby. This includes extreme or excessive noise and includes loud or lewd music and vulgar or profane language.
- Above are considered violations of the lease. One written warning will be given. Further violations are cause for termination of lease.

## **5. Parking/Vehicles**

- Park in designated areas, i.e. garage, carport, driveway or street.
- Parking in yard, sidewalk or over drain fields is not permitted.
- No major vehicle repair allowed.
- If your vehicle leaks fluid, place protective pan under vehicle.
- All vehicles on premises must be maintained in running order and have current registration.
- Maximum of TWO vehicles on property without express written consent for additional vehicles.
- Boats, travel trailers and motor homes must be in compliance with Homeowners Rules, Regulations and Covenants for the property.
- Condos and Townhomes frequently have guest parking spaces. These spaces are reserved for the use of guests of all residents and not to be used for tenant vehicles.

## **6. Guests**

- Guests staying more than 2 weeks will be considered tenants unless prior written permission is obtained.
- You are responsible for the behavior of your guests.

## **7. Emergency Maintenance and Repairs**

- An emergency is when danger is present or property damage has occurred or is about to occur. Please do not abuse the emergency system with other types of calls.
- For a fire emergency, contact 911 FIRST, then call us.
- For a gas leak contact PG&E at 1.800.743.5000, then call us.



#### **8. Pets**

- No animals of any kind are allowed without written permission in the way of a pet addendum, and an increased security deposit. The additional deposit becomes part of your security deposit and is not limited to your pet damage. The entire deposit is refundable according to terms of the security deposit agreement and pet addendum.
- We DO NOT accept Rottweiler's, Doberman Pinschers, Pit bulls or Chows due to their liability. WE ALSO DO NOT ALLOW snakes or ferrets.
- A portion of the deposit may be held for 21 days following your departure to assure there are no fleas.
- Damages caused by pets are the sole responsibility of the tenant. The entire security deposit may be used to repair the damages. Any additional costs will be billed to you including the cost of carpet replacement damaged by pet and urine odors.
- Bringing a pet into the home without approval is grounds for eviction.

#### **9. Renters Insurance**

- Insurance is highly recommended and required. Proof of insurance should be provided to Sacramento Valley Property Management in case of an emergency.
- Insurance should be kept current while you reside in your rental.
- Neither Sacramento Valley Property Management nor the owner of the home is responsible for damage or loss of your personal property.
- Insurance must include personal property and a liability coverage for damage to the residence at least minimum of \$100,000.00

#### **10. NO Smoking in the Home**

- Smoking by the tenant or their guests may be done outdoors only. This also includes no smoking in the garage.
- Smoking in the home will cause you to be charged beyond the security deposit in order to remove the smoke odor and nicotine staining. This may include, but is not limited to additional carpet cleaning and deodorizing, professional drape and blind cleaning and washing and painting of walls and ceilings.

#### **11. Antennas and Satellite Dishes**

- Installation of these must have written permission.
- May not be attached to siding or roof.
- Must be removed when you vacate the property.

#### **12. Combustible Fluids**

- May be kept on the premises only in small quantities for lawn mowers and weed-eaters.
- Must be kept in approved containers.

#### **13. Utilities**

- Tenant is responsible for all utilities unless otherwise specified in the lease.



- Failure to keep water and sewer bills current may result in termination of the lease.

#### **14. Illegal or Unauthorized Activities**

- Using the residence for illegal activities such as the manufacture or distribution of drugs and/or drug paraphernalia, manufacture or distribution of pornographic material and prostitution are considered grounds for immediate eviction.
- Home operated businesses must be approved in writing by management.
- Day Care operations are not allowed due to homeowner liability issues.

#### **15. Open Burning**

- It is strictly prohibited to have open burning of yard waste or any other items on any of our rental properties.
- Portable or already existing fire pits are permitted for cooking purposes only. Portable fire pits may not be placed on grass, decks or close to house. There must be a protective material (such as bricks) between a portable fire pit and concrete patio.

#### **16. Heat**

- Change furnace filters monthly during heating season.
- Keep area around furnace clear of all stored items. Furnaces need adequate ventilation to operate.
- Do not store flammable materials in the immediate vicinity of the furnace.
- If it is oil heat and there is a maintenance contract on the furnace, you are required to purchase oil from the company that holds the contract.
- Oil tanks must be kept at a level of no less than 8". You are responsible for repairs that are due to not enough oil or fuel.

#### **17. Smoke and Carbon Monoxide Detectors**

- Smoke detectors are in all homes, carbon monoxide detectors are also in all homes.
- It is tenant responsibility to replace batteries twice a year. Once every 6 months

#### **18. Extermination**

- Any pest control problems are to be reported within 3 days of move in.
- Future infestations except for carpenter ants and termites shall be your responsibility. This includes rodents and spiders.

#### **19. Paint, Wallpaper, etc.**

- Any changes to the house must be submitted to Sacramento Valley Property Management/Owner in writing along with samples of colors, drawings, etc.
- Changes MUST BE APPROVED prior to any alterations. You will receive written confirmation if approved.
- Any changes/improvements will be inspected after completion.

#### **20. Circuit Breakers**



- A circuit breaker may appear on even if it is off. If you have a partial power outage in the home, check the breakers. Flip completely off, then back on.
- Bathroom or garage and outdoor outlets are probably on a GFCI. If you lose power near a water source it is usually a GFCI. These are usually located at the bathroom outlet or at the breaker box and are usually a red or yellow reset button.

### **21. Lawns and Grounds**

- Unless specified that lawn service is provided, you are required to care for the lawn and grounds and keep them in as good a condition as when you moved in.
- Includes, watering, mowing, fertilizing, trimming and weeding.
- Keep shrub growth away from siding, roof and eaves.
- Report to management any tree growth over roof or around fireplace chimney.
- January is the best time for pruning flowering trees, and roses.
- Do not leave hoses connected to the outdoor faucets with the water turned on when not in use.
- Disconnect hoses from spigots for winter months.

### **22. Light Bulbs**

- At move-in all fixtures will have the proper bulbs in place.
- Tenant is responsible for all bulb changes during occupancy. Do not use higher wattage bulbs than recommended to prevent fires.
- At move-out, all fixtures must have correct number of bulbs with correct wattages. Decorative bulbs must match.

### **23. Plumbing/Septic Systems: Your Lease/rental Agreement requires, the tenants, to use precaution against stoppage of waste pipes. Should water/waste pipes become clogged through neglect of tenant, the tenant must bear expense for the repairs and the cost of any damage caused.**

- **GARBAGE DISPOSAL:** Are designed to dispose of soft foods only, and only in small quantities, while being flushed down drains with large quantities of water.
- **Do not** put coffee grounds, uncooked rice, or other granular food product into the disposable, use the trashcan.
- **Do not** put grease such as bacon fat, meat drippings, lard, butter, salad oils and dressing down the drain. Place it in containers such as old milk cartons, cans, plastic bags, etc. and use the trashcan.
- **Do not** put stringy food product such as cornhusks, celery, banana peels, potato peelings, citrus fruit peels, artichoke leaves, etc. into your disposal, use the trashcan.
- **BATHUBS, SINK, SHOWER STALLS:** Waste from these fixtures will, through normal use, collect in their respective drain cleaners, or manual augers. The Tenant is liable for these maintenances based on needs and usage. Neglect will lead to a need for the drains to be augered, which costs a between \$120.00 to \$200.00. **This is a tenant liability.**



- **Do Not Drop** foreign items down these drains such as a shampoo caps, children's toy, etc.
- **Do Not Clean** your hairbrush, combs, etc. into a sink drain, use the trashcan.
- **LUNDRY DRAINS:** Clothing lint will commonly be found in washing machine waste water. (Notice and remove the lint collected in your dryer filter from the circulated air).
- **Place a lint trap** on the washing machine drain hose if it discharges into a laundry tub. Use a nylon stocking held by a rubber band. Change it on a regular basis.
- **TOILETS:** Please understand that the built-in drain system of a toilet is unique in comparison to other drains for purpose of flushing and removal of what is called sewer

gas. Toilets are made of porcelain or a porcelain coating, which if augured to clear the system, could break the toilet. Many contemporary toilets also are designed to save water and do not flush as well as many older designs. Plugged toilets usually require use of a plunger that can be purchased at any hardware or even the grocery store. If this doesn't work, a plumber is required to remove the toilet and clear the obstruction from below.

**The minimum cost is approximately \$200.00 and is a tenant's responsibility.**

- **Do not dispose** of feminine hygiene products in a toilet-use the trashcan.
- Children's toys, bottle caps, etc. will not pass through a toilet.
- **Do not dispose** of paper products such as such as Q-tips, wrappers, cigarettes, etc. in toilets.
- **Do not use** excessive amounts of tissue in toilets.
- **If on a septic system carefully** follow the listed procedures in your rental paperwork.
- Throw nothing into the plumbing system other than what it was designed for.
- **Damage or stoppage after 10 days** of occupancy will be your responsibility unless it is a mechanical failure.

#### **24. Waterbeds and Aquariums**

- **ANY damage** caused by waterbeds or aquariums is tenant responsibility.
- Insure that your renter's insurance covers these items.

#### **25. Hanging Pictures, etc.**

- You may hang pictures on the walls. Please do not use molly bolts.
- **DO NOT** fill holes with spackle or others compound when you vacate.
- **DO NOT** paint spots where holes or pictures were hanging. This leaves "freckles" on the walls.
- A charge may be assessed for extreme numbers or extra-large holes due to molly bolts or wall anchors.

#### **26. Broken Doors, Windows and Screens**

- These items are generally due to negligence and are the responsibility of the tenant.

#### **27. Vacations**

- Please notify us if you will be gone for an extended period of time so we can drive-by the home during your absence.



- Notify a friend or neighbor of how to reach us in case of an emergency.

**28. Code Enforcement Violation**

- Tenants will be responsible for any code violation and citation by the City or County. Landlord are not responsible for any wrong doing.

**If an EVICTION is necessary or any other action to enforce the terms of the lease or Month to Month Agreement, the landlord and/or agent will charge a fee of \$295.00 for each trip to post a notice in addition to attorney fees, court and prevailing party costs.**

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

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Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_