

LEASE AGREEMENT

1. **LANDLORD:** c/o Preferred Management, LLC, 3124 Old Faithful Road, Cheyenne, Wyoming 82001
www.cheyennepreferred.com office 307-638-7232 fax 307-632-5761 office@cheyennepreferred.com

2. **TENANTS:** Adults: _____

Minors: _____ Age: _____
_____ Age: _____
_____ Age: _____

3. **PREMISES:** _____ Apt. _____
Cheyenne, Wyoming Zip _____

- a. Landlord, in consideration of lease payments provided in this Lease, leases to Tenant the Premises.
- b. Premises include the following appliances/furnishings:
 kitchen: _____ refrigerator _____ stove _____ microwave _____ dishwasher _____ disposal
 other: _____ washer & dryer _____

4. **TERM:** One Year _____, Six Months _____, Other _____
Beginning _____ through _____

If Tenant and Landlord do not renew this Lease Agreement at the end of the current lease term, this Lease Agreement shall automatically renew on a month to month basis until Tenant or Landlord provides WRITTEN notice as required in Lease Form #5 - Lease Rules & Regulations.

5. **RENT:** Total due _____ dollars, \$ _____
Monthly installments _____ dollars, \$ _____

6. **DEPOSIT:** _____ dollars, \$ _____

7. **MONIES AND PAYMENTS:**

Amount Due	Description	Paid	Balance	Due Date
\$ _____	Application Fee	\$ _____	\$ _____	_____
\$ _____	Deposit	\$ _____	\$ _____	_____
\$ _____	Rent from _____ to _____	\$ _____	\$ _____	_____
\$ _____	Last month's rent	\$ _____	\$ _____	_____
\$ _____	_____	\$ _____	\$ _____	_____
\$ _____	Total	Totals	\$ _____	\$ _____

8. LEASE FORMS - Tenants must sign/initial all Lease Forms.

1 - Agency Disclosure

2 - Rental Application

3 - Deposit

4 - Residential Lease Agreement

5 - Rules and Regulations

6 - Transfer of Utilities

7 - Property Checklist

8 - Cleaning Instructions

9 - Cleaning & Replacement Costs

10 - Notice of Intent to Vacate

11 - Parking

12 - Trash, Recycle, Compost

9. LEASE ATTACHMENTS - Tenants must sign Lease Attachments applicable to their premises.

___ Air Conditioners

___ Ceiling Fans

___ Service Animal

___ Company Leases

___ Fireplace/Wood Stove

___ Grills

___ Hot Tubs

___ Landscaping - Houses

___ Lead Based Paint Disclosure

___ Military Provision

___ Painting

___ Pets

___ Satellite Dish

___ Septic Systems

___ Storage - rental

___ Storm Doors

___ Wood Floors

10. ADDITIONAL PROVISIONS:

a. ___ The Lease start date has not been promised subject to cleaning and repairs. Initials ___

b. ___ Premises Keys ___ Mailbox keys ___ Garage remotes ___

c. _____

d. _____

11. SIGNATURE: I have read, understand, and agree to the Lease Agreement.

Tenant _____ Date _____

Printed _____

Tenant _____ Date _____

Printed _____

Tenant _____ Date _____

Printed _____

Tenant _____ Date _____

Printed _____

Landlord's Agent _____ Date _____

Printed _____

Lease Form # 5 - 8/24/12

RULES & REGULATIONS

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The Lease Rules and Regulations are requirements placed on the Tenant and Landlord for the operation of the premises and the health, safety, and welfare of all parties.

- _____ 1. **Initialing:** Each Tenant must initial each rule signifying they have read & understand each requirement.
- _____ 2. **Agency - Lease Form # 1:** Tenants must sign Real Estate Agency Disclosure as part of the Lease.
- _____ 3. **Air Conditioners - Lease Attachment -** Tenants must receive Landlord approval and sign Lease Attachment - Air Conditioners prior to installing
- _____ 4. **Alterations:**
 - a. Tenant shall not make any alterations to the premises without written approval of the Landlord.
 - b. Any alterations become the property of the Landlord unless agreed otherwise in writing.
- _____ 5. **Amend:** Landlord shall have the right to amend Lease requirements from time to time as deemed necessary to enhance the operation, safety, health, and management of the Tenants and premises.
- _____ 6. **Apartments:** Apartments in any size building are referred to as multi-family units.
- _____ 7. **Appliances:**
 - a. Tenant shall operate and maintain appliances supplied by Landlord in good and clean condition.
 - b. Appliances (except refrigerator) should not be left unattended when in use.
 - c. Disposals should be used with running water while feeding pieces of food into it. Steak bones and fruit pits should not be placed in disposals.
 - d. Tenant may not remove, change, or alter appliances without written approval of Landlord.
- _____ 8. **Balconies/Decks/Patios:**
 - a. Tenants shall remove dirt, trash, leaves, and snow from any balcony/deck/patio with their premises.
 - b. Tenants shall not place trash, boxes, or furniture designed for interior use on balcony/deck/patio.
- _____ 9. **Blinds/Curtains/Draperies:** Tenants shall maintain window coverings supplied by Landlord and shall dryclean curtains/draperies (if provided) when the premises are vacated.
- _____ 10. **Ceiling Fans - Lease Attachment:** Tenant must receive Landlord approval and sign Lease Attachment - Ceiling Fans prior to installing fans.
- _____ 11. **Children:**
 - a. Parents shall be responsible for all actions of their children, who shall comply with Lease Requirements.
 - b. Play is not permitted in hallways, stairwells, entrances, laundry rooms, storage areas, and dumpsters.
 - c. Toys shall not be left in common areas and may be removed as trash by Landlord..
- _____ 12. **Checklist - Lease Form # 7:** Tenants must comply with checklist requirements.
 - a. Tenants must inspect the premises, fill out the move-in checklist PRIOR to move-in, and return the checklist to Landlord by the next business day.
 - b. Any cleaning or damage discrepancies must be presented to Landlord by the next business day for inspection and correction, if needed. Tenants will NOT be given any credit for cleaning or damages without PRIOR approval from Landlord.

- c. Tenants not returning the move-in checklist by the next business day shall accept the apartment in a clean and undamaged condition and will be held liable for all cleaning and damages at the end of their Lease.

- _____ 13. **Cleaning - Lease Form # 8:** Tenants must comply with cleaning requirements.
- _____ 14. **Common Areas:** Tenants shall assist Landlord to maintain clean conditions of hallways, stairways, laundry rooms, parking lots, lawns, and landscaped areas of multiple tenant properties.
- _____ 15. **Pets, Emotional Support Animal (ESA), and Service Animal - Lease Attachment:**
- Tenant must sign Lease Attachment PRIOR to allowing any animal on premises.
 - Pets are prohibited by most Owners.
- _____ 16. **Company Leases:** Company Tenants must sign and comply with requirements.
- _____ 17. **Communication:**
- Tenants must communicate with Landlord to comply with Lease requirements.
 - Tenant shall be in DEFAULT of their Lease for not returning calls or communicating with Landlord.
- _____ 18. **Credit Report:** Tenants shall pay a \$40 non-refundable fee to determine their financial status.
- _____ 19. **Drugs:**
- Tenants shall not use nor permit use, sale, distribution of illegal drugs.
 - Tenants shall be in DEFAULT for allowing illegal drug activity and occupancy will be terminated.
 - Drug sniffing dogs owned by law enforcement may be utilized to ensure premises are free of illegal drugs. Should the dog(s) alert for positive existence of illegal drugs near or on your premises, Landlord will enter premises without notification.
- _____ 20. **Damages:** Tenants shall pay for any damage caused by them and shall reimburse Landlord within 30 days for the costs of materials and labor to repair the damage.
- _____ 21. **Dangerous Materials:** Tenant shall not keep dangerous, flammable, or explosive materials on the premises that might unreasonably increase the danger of fire/explosion as considered by any reasonable insurance company.
- _____ 22. **Default/Violation:**
- Tenant shall be held in default of their Lease for any violation of Lease Requirements.
 - Landlord may take action to enforce the Lease and protect the property including eviction of Tenants.
 - Tenant shall be held liable for all terms/conditions/requirements of the Lease until the premises are re-rented and all costs associated with the Tenant are paid in full to Landlord.
 - Tenant shall pay a \$50 administrative fee for any Tenant default.
 - Landlord may restrict Tenants use of the premises when Tenants are in default of the Lease and fail to communicate with the Landlord and/or correct the default.
 - Landlord may make unannounced inspections when Tenant is in violation/default of the Lease.
- _____ 23. **Deposit - Lease Form # 3:** Tenants must sign and comply with Deposit Requirements.

- _____ 24. **Entry:**
- Landlord shall have the right to enter the premises at all reasonable times during Tenants occupancy to inspect, make repairs or alterations, to verify occupancy, to enforce the Lease, or show premises during the last thirty days of occupancy. Landlord will try contacting tenant prior to entry. however, Tenant approval is not required.
 - Landlord shall have the right to enter the premises without prior notice in an emergency.
 - Landlord shall have the right to enter the premises without prior notice if Tenant is in VIOLATION or DEFAULT of the Lease.
- _____ 25. **Eviction:**
- Tenants evicted including voluntarily leaving from the premises shall remain responsible for all requirements of their Lease until the end of their lease or until the unit is re-rented, whichever occurs first.
 - Tenants shall forfeit the full deposit and shall pay for any cleaning and damage charges.
- _____ 26. **Emergencies:** Tenants shall notify Preferred Management, 638-7232, of emergencies at anytime.
- _____ 27. **Fair Housing:** Tenants shall not be discriminated against on the basis of race, color, sex, religion, national origin, handicap or familial status.
- _____ 28. **Fireplaces & Wood Stoves - Lease Attachment:** Tenants must receive approval and sign Lease Attachment PRIOR to use of any fireplace & wood stove. Tenant must provide evidence of renters insurance PRIOR to use. Insurance is required to be maintain during the term of residency.
- _____ 29. **Fire Prevention:**
- Tenants shall become familiar with fire escape routes, alarm pull stations, fire extinguishers, and conduct monthly tests of the smoke detector located within their premises.
 - Tenants shall replace smoke detector batteries as needed to maintain proper operation.
 - Tenants shall not leave heat producing equipment and materials unattended.
- _____ 30. **Grace Period:**
- Tenants shall have until 5 pm on the fifth day of each month to pay rent without late charges.
 - Tenants shall not have a grace period on any arranged payments.
- _____ 31. **Grills - Lease Attachment:** Tenant must sign Lease Attachment PRIOR to use of grill.
- _____ 32. **Guests:**
- Tenants shall be responsible for all actions of their guests and comply with Rules and Regulations.
 - Guests shall not be allowed to stay at premises longer than two weeks without Landlord approval.
- _____ 33. **Holdover:**
- A Holdover occurs when Tenants remain in a unit, without Landlord approval, past the date set to vacate the premises.
 - Tenants shall pay twice the daily rent when a Holdover.
- _____ 34. **Hoses:** House Tenants shall be responsible to remove hoses from outside faucets during freezing weather and payment of material and labor for repair of broken pipes/frozen water from failure to remove hoses.

- _____ 35. **Hot Tubs - Lease Attachment**
- Hot Tubs are PROHIBITED in/on all properties that do not have installed hot tubs.
 - Properties with hot tubs, Tenant must receive Landlord approval & sign Lease Attachment PRIOR to use.
- _____ 36. **Houses:** House, Townhouse, Twinhome, Cottage House are all referred to as Houses/Single Family Units.
- _____ 37. **Inspections:** Landlord shall have the right to inspect the premises at any reasonable time for the safety, health, and welfare of the Tenants and premises, when rent is past due, and during emergency conditions.
- _____ 38. **Insurance:**
- Landlord's building/property insurance does not cover Tenants' personal property.
 - Tenant is required to maintain renters insurance to protect personal property against fire, wind, theft, water, vandalism, and liability and provide proof of insurance to Landlord at all times.
- _____ 39. **Keys:**
- Tenant shall be responsible to return all keys and copies made upon vacating the premises.
 - Tenants must return all keys received and copied at final inspection of premises.
 - Tenants shall pay \$10 for each additional key provided by Landlord.
 - Tenants shall pay a minimum of \$50 for rekeying each lock.
 - Tenants shall pay a minimum of \$40 to Landlord for unlocking any door. Higher charges apply after hours, weekends, and holidays.
 - Tenant will be charged a minimum of \$100 for not returning any keys and/or remotes.
- _____ 40. **Landlord/Property Owner:**
- The terms Landlord/Property Owner shall be represented by Preferred Management.
 - Tenants shall be required to work with Preferred Management as Landlord.
 - Preferred Management is not permitted to release the name or information regarding the Landlord.
- _____ 41. **Landscaping/Lawns - Lease Attachment:**
- House Tenants shall sign Lease Attachment and comply with Landscaping requirements.
 - Apartment Tenants shall be prohibited from littering and throwing rocks onto property.
 - Tenants shall pay a minimum of \$50 for driving on lawns which is prohibited.
- _____ 42. **Late Payments/Charges:**
- Tenants shall pay a \$50 late charge for rent payments received by Landlord after 5 pm on the fifth calendar day of each month or any payment not made on or before the arranged date.
 - Tenants shall pay a \$5 late charge per day until ALL monies (rent, other payments, and late charges) are paid in full.
 - Tenants shall pay double late charges (\$100 plus \$10 per day) for
 - not communicating with Landlord to arrange late payment prior to being late,
 - not paying late charges when late rent paid,
 - partial or short payments without prior approval,
 - three or more late payments, or
 - arranged payment is not made on scheduled date.
- _____ 43. **Laundry:**
- Tenants shall maintain laundry machines in clean condition including lint traps.

- b. In multi-tenant buildings:
 - (1) Tenants shall remove their clothing within 10 minutes after a machine stops, otherwise anyone may remove clothing to use the machines.
 - (2) Tenants shall not keep laundry supplies in laundry rooms unless storage is provided for it.
 - (3) Tenants shall use the laundry machines between the hours of 8 am to 9 pm.

44. **Lead Paint: Lease Attachment - Lead Paint Disclosure:** Tenants must sign Lease Attachment - Lead-based Paint Disclosure if property is built before 1978.

45. **Lease:**

- a. Tenants shall comply with all Lease requirements.
- b. Tenants shall pay all Lease rent and expenses until the premises is acceptable for re-renting.
- c. Each adult Tenant is required to be listed on and sign the Lease.
- d. Tenants shall be responsible individually and jointly to all Lease requirements.
- e. Tenants shall not assign Lease or sublet the premises without Landlord approval.

46. **Lease Forms & Attachments:** Tenants shall comply with all Forms/Attachments as part of the Lease.

47. **Legal Recourse:**

- a. Landlord shall have the right to bring legal action to enforce terms/conditions of Lease.
- b. Tenant shall pay Landlord's actual attorneys fees and legal, court, collection costs incurred against Tenants, whether an action is filed in Court or not.

48. **Light Bulbs:**

- a. Apartment Tenants shall be responsible for replacing lightbulbs in unit during their Lease term.
- b. House Tenants shall be responsible for replacing all lightbulbs on the premises.

49. **Littering:**

- a. Tenants shall not litter in or on the common areas of the premises.
- b. Disposal of smoking materials on the property is considered littering.

50. **Locks:**

- a. Tenants shall not change any lock without Landlord's approval;
- b. Tenants shall pay for lock changes.

51. **Maintenance:**

- a. Tenant is responsible to maintain the premises in good condition and repair.
- b. Tenant must notify Landlord of any damage, repairs, or needed maintenance.
- c. Tenant shall be responsible for all material and labor costs for repairs and/or replacement due to Tenant (including Tenant's family, visitors, employees, agent) abuse or neglect.

52. **Management:** Preferred Management is the Landlord's contracted Manager of the property.

53. **Military Provision - Lease Attachment:** Military Tenants must sign Lease Attachment and comply with this requirement.

54. **Move-Out Inspection:** Tenants must arrange and attend a final inspection with Landlord to be eligible for any deposit refund.

55. **Multi-tenant Residential:** Buildings having more than one residential unit with shared common areas.

- _____ 56. **Noise:**
- Tenants shall avoid excessive noise at all times.
 - Noise shall be define as any sound that can be heard outside of your premises and interferes with the quiet enjoyment of surrounding neighbors.
 - Two or more violations shall be cause for **Default** of the Lease and eviction of Tenant.
- _____ 57. **Notices:**
- Send Tenant notices to the rented address of Tenant unless written notice is provided.
 - Send Landlord notices to Preferred Management, 3124 Old Faithful Rd, Cheyenne, WY 82001.
- _____ 58. **Notice to Vacate:**
- Tenant must provide minimum 30 day written notice to vacate on Lease Form #10 - Notice of Intent to Vacate.
 - Landlord may provide Notice to Vacate/Quit if Tenant is in violation/default of the Lease for: (1) late rent, (2) missed payment, (3) violation of any Lease requirement, (4) non-communication with Landlord/Management.
- _____ 59. **Painting - Lease Attachment:** Tenants must receive approval PRIOR and sign painting attachment..
- _____ 60. **Parking - Lease Form # 11:** Tenants must sign and comply with parking requirments.
- _____ 61. **Payments:**
- Landlord may accept or restrict payments by cash, personal check, bank/cashier's check, debit or credit card.
 - Any return of any payment for any reason will result in a \$50 return payment charge plus \$10 per day late charge from original due date.
 - Landlord shall have the right to restrict any partial payments by Tenant. Tenants shall pay a minimum \$10 charge for each partial payment.
 - Any payment arrangement not completed as arranged may be charged late charges of \$50 plus \$10 per day from original due date.
- _____ 62. **Pets:**
- Pets are prohibited on the property and in the premises at any time for any reason.
 - If pets are permitted by Landlord, a PET AGREEMENT must be signed by Tenant and approved by Landlord PRIOR to allowing any pet on the property. Tenant(s) will be required to pay a non-refundable pet deposit PRIOR to allowing pet on the property.
 - Aquariums and caged birds may be permitted with written request by Tenant and written approval by Landlord.
 - Tenant shall be in DEFAULT of the Lease and security deposit forfeited for violation of the NO pet policy or any Pet Agreement. Tenants must pay a new deposit immediately to remain at the premises or they will be held in DEFAULT of the Lease.
 - Tenants must remove the pet within 24 hours AND notify Landlord or will be held in DEFAULT.
 - A second violation by Tenants will result in a DEFAULT of the Lease.
 - A DEFAULT of the Lease will result in:
 - Termination of Tenants occupancy.
 - Forfeiture of the damage/clean-up/security deposit.
 - Cost for testing/cleaning/replacing carpet for urine damage.
 - Costs for legal, court, collection cost permitted by Wyoming law.
 - Tenant remains liable for the Lease until the premises are re-rented or the end of the Lease, whichever comes first.

- _____ **63. Phone Numbers:**
- Tenants shall supply current home/cell and work numbers to Landlord at all times.
 - Tenants shall be in **Default** of the Lease for not complying with this requirement.
- _____ **64. Pictures/Decorations:**
- Tenants may hang pictures/decorations on walls using small nails or hangers to avoid damage.
 - Tenants shall not use sticking devices unless it is designed to be removed without damage.
 - Tenants shall not fill nailholes.
- _____ **65. Plumbing:**
- Tenants shall notify Landlord of any plumbing problems including leaking faucets and drains.
 - Tenants shall take action (such as shutting off water or placing bucket below leak) to prevent damage to Landlord and Tenant property.
 - House Tenants shall know where the water main is located and keep it **unobstructed** to allow immediate access.
- _____ **66. Premises:** Apartment or house including the interior and exterior of the unit and **surrounding** property.
- _____ **67. Questions:**
- Tenants shall contact Landlord regarding **any questions about their Lease.**
 - Items not addressed in the Lease or Attachments should be directed to Landlord.
- _____ **68. Quiet Enjoyment:** Landlord agrees that upon **paying the rent and performing the Lease requirements,** Tenant shall peacefully and quietly **have, hold, and enjoy the premises for the agreed term** providing Tenant is not in violation of any **Lease requirements, including being courteous to neighbors,** being the subject of nuisance complaints, **maintaining order in and on the Premises,** and abiding by all rules and regulations affecting **the Premises.**
- _____ **69. Removal of Tenants' Property:**
- Any **Tenant property remaining in or on the premises** after Tenant has vacated/abandoned the premises shall be **consider valueless and** disposed of as trash at the Tenant's expense.
 - If **Tenant property consider of value by Landlord,** Landlord shall have the right to remove Tenant's property from **abandoned premises** and store the property up to thirty days at Tenant's expense.
 - Landlord shall **have the right** to dispose of the property if the Tenant does not claim the property and pay all amounts due within the thirty day period.
- _____ **70. Rental Application - Lease Form 2:** Tenants must fill out & sign Rental Application..
- _____ **71. Rents:**
- Online payments is the preferred method of payment.
 - Manual payments are charged an additional \$20 per payment.
 - Lowest monthly rent is based on a one year Lease and online payment.
 - With six month Lease and online payment:
 - add \$25 per month on apartments.
 - add \$50 per month on houses.
 - If permitted, with a month to month Lease renewal and online payment:
 - add \$50 per month on apartments.
 - add \$100 per month on houses.
 - If the Lease term is not completed **FOR ANY REASON:**
 - With six month term, Tenant will be held responsible until unit is re-rented.
 - With one year term, Tenant will be held responsible for at least a six month term with

re-payment of reduced rent for each month unit is occupied. Payment of the reduced rent is due at the time Attachment E - Notice Of Intent To Vacate is provided.

- g. Online rent payments will be made through the Tenant portal provided by Preferred Management.
- h. Manual rent payments plus \$20 monthly charge (cash/check/money order) shall be mailed or delivered to Preferred Management LLC, 3124 Old Faithful Rd, Cheyenne, WY 82001.
- i. Tenant rent is due and payable on or before the first day of each month.
- j. Tenant rent is late if not **RECEIVED** by Landlord before 5 pm on the fifth calendar day.
- k. A drop box for payments is provided outside the main doors of the building. Any rents placed in the drop box after 5:00 pm will be late.

- ___ 72. **Sanitation:** Tenants shall maintain premises in a clean and sanitary manner and deliver premises at final inspection in a clean, undamaged condition.
- ___ 73. **Satellite Dishes - Lease Attachment:** Tenants must sign Lease Attachment **PRIOR** to installation.
- ___ 74. **Screen/Storm Doors - Lease Attachment:** Tenant must sign Lease Attachment.
- ___ 75. **Signs:** Tenants shall not place signs on the premises which are visible to the public.
- ___ 76. **Single Family Residential:** Houses without shared common areas.
- ___ 77. **Smoking is PROHIBITED** inside all units including common areas, laundry rooms, garages.
 - a. Smoking is permitted outside of buildings as long as it does not interfere with any tenant in any unit.
 - b. Smokers must stay as least ten feet away from any building entrance.
 - c. Disposing of smoking materials on premises is prohibited.
 - d. Tenants (and their guests/visitors) found smoking in any building are in violation of their Lease and forfeit the security deposit. A new deposit must be paid within two weeks or Tenants will be in **DEFAULT** of their Lease and subject to termination of occupancy of the unit.
- ___ 78. **Snow Removal:**
 - a. Apartment common area snow removal is contracted by Landlord.
 - b. Apartment Tenants must remove snow within twenty-four hours from their patio, deck, or balcony.
 - c. House Tenants shall remove snow from sidewalks within twenty-four hours.
- ___ 79. **Storage - Lease Attachment:** Tenants must sign and comply with requirements.
- ___ 80. **Subordination of Lease:** This Lease is subordinate to any mortgage that now exists, or may be given later, by Landlord, with respect to Premises.
- ___ 81. **Tenants (Occupants):**
 - a. All adult occupants must be on and sign the Lease.
 - b. Tenants shall be limited to two persons per bedroom unit.
 - c. Tenants shall receive Landlord approval and sign paperwork to add or remove any Tenants.
- ___ 82. **Tenant Cleaning/Replacement Costs - Lease Form # 9:** Tenants must comply with these requirements.
- ___ 83. **Termination of Lease:**
 - a. Tenant must provide a minimum thirty day written notice to vacate the premises on Lease Form #10

-Notice of Intent to Vacate.

- b. In the event that Tenant requires early termination of the Lease, Tenant must provide thirty day written notice to vacate and the unit will be place on the rental market.
- c. Tenant shall be held liable for the lease until the premises is re-rented and new Lease starts.
- d. Tenant shall forfeit full security deposit for early termination of Lease.

_____ 84. **Toilets:** Tenants shall not place items such as towels, diapers, and sanitary napkins in toilets.

_____ 85. **Trash/Recycle/Compost - Lease Form # 12.** Tenants must comply with these requirements.

_____ 86. **Use of Premises:**

- a. The premises shall be used and occupied by Tenant exclusively as a private single family residence, and no part used at any time during the term of the Lease by Tenant for the purpose of carrying on any business, profession, trade, or for any purpose other than a private single family residence.
- b. Tenant shall comply with all sanitary laws, ordinances, rules and order of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the premises, and the connected sidewalks during the term of the Lease.
- c. Tenant shall not conduct any unlawful acts in or on the premises.

_____ 87. **Utilities - Lease Form 6:** Tenants must comply with utility requirements.

_____ 88. **Vehicles:**

- a. Tenants shall maintain vehicles in licensed, operable condition.
- b. Tenants shall not change oil, make repairs or wash vehicles on the premises.
- c. Landlord may tow any vehicle in violation of Lease requirements without prior notice.
- d. Tenants are allowed two vehicles per property. Any additional vehicles may be towed at owners expense.

_____ 89. **Waiver:** Landlord's lack of enforcement of any Lease requirement shall not be considered a waiver of their right to enforce any Lease requirement at a later time.

_____ 90. **Waterbeds:** Tenants shall be responsible for any damage caused by use of a waterbed. Tenant must provide evidence of renters insurance PRIOR to use. Renters insurance is required to be maintain during the term of residency.

_____ 91. **Windows:**

- a. Tenants shall close windows during inclement weather.
- b. Tenants shall pay for any damages from leaving windows open.
- c. Tenants shall pay for any damages from materials covering the windows.

_____ 92. **Wood Floors - Lease Attachment:** Tenants must sign and comply with this requirment.

_____ 93. **Written Approval:** Tenants shall receive written approval of any item not addressed in the Lease.

_____ 94. **Wyoming Landlord/Tenant Law:** Tenants and Landlord shall comply with the requirements of the Wyoming Landlord/Tenant Law.

Lease Form # 6 - 11/22/17

TRANSFER OF UTILITIES

Tenants: _____

Address: _____ Apt #: _____

Lease Start Date: _____

ELECTRICITY is responsibility of: _____ TENANT _____ LANDLORD

Electricity includes heat: _____ YES _____ NO

____ Name of Service Representative scheduling electric transfer: _____

____ Black Hills Energy, 1301 W. 24th Street, Cheyenne, Wyoming 82001 307-638-3361 866-264-8003

____ Rural Electric - High West Energy, P.O. Box 519, Pine Bluffs, Wyoming 82082 307-245-3261

GAS is responsibility of: _____ TENANT _____ LANDLORD

____ Name of Service Representative scheduling gas transfer: _____

____ Black Hills Energy, 1301 W. 24th Street, Cheyenne, Wyoming 82001 307-638-3361 866-264-8003

____ Rural Propane - Panhandle Co-op, 419 Co-Op Road, Burns, Wyoming 307-547-3472

____ Rural Propane - Frenchman Valley Co-op, P.O. Box 520, Kimball, NE 69145 (Julie) 866-866-2218

WATER & SEWER is responsibility of: _____ TENANT _____ LANDLORD

____ Name of Company Representative scheduling water/sewer transfer: _____

____ Cheyenne Board of Public Utilities, 2416 Snyder Avenue, Cheyenne, Wyoming 82001 307-637-6460

____ South Cheyenne Water & Sewer District, 215 Allison Road, Cheyenne, Wyoming 82007 307-635-5608

____ Winchester Hills Utility, 1124 Dunn Avenue, Cheyenne, Wyoming 82001 307-634-3161

TRASH & COMPOST is responsibility of: _____TENANT _____LANDLORD

_____ Name of Company Representative scheduling trash transfer: _____

_____ Cheyenne Sanitation Department, 200 N. College Dr, Cheyenne, Wyoming 82007 307-637-6440

Compost Center, 3714 Windmill Road, Cheyenne, Wyoming 82001 307-632-5518

_____ Rural - Flyte Sanitation, P.O. Box 20489, Cheyenne, Wyoming 82003 307-635-0184

_____ Rural - Wyoming Disposal Systems, 475 Country Rd 128 A, Cheyenne, WY 82007 307-635-7168

_____ Rural - Coyote Sanitation, 4852 I-80 Service Road, Burns, Wyoming 82053 307-547-3654

Tenants must initial each requirement below.

1. _____ Tenant must transfer required utilities to their name by the Lease start date.
 2. _____ Tenant must record name of company service representative who scheduled transfer.
 3. _____ **Tenant must return this form to management prior to release of keys.**
 4. _____ Tenant must keep payments current with no past due bills.
Landlord is provided notification of connections, disconnections, and past due bills.
 5. _____ Tenant must keep utilities in their name through the last day of the:
 - (a) Lease, plus
 - (b) 30 day notice period, plus
 - (c) the final inspection of the premises,
 - (d) whichever is the latest.
 6. _____ Tenant must pay a \$100 fine plus utility costs for each bill charged to the Landlord and each violation in these requirements.
 7. _____ Tenant's failure to meet these requirements is a material breach & DEFAULT of the Lease, resulting in forfeiture of Lease deposit, and termination of occupancy including eviction.
-

Lease Form # 7 - 1/11/17

APARTMENT INSPECTION

Address: _____ Apt # _____

Tenant: _____ Home/cell _____ Work _____

Tenant: _____ Home/cell _____ Work _____

Tenant: _____ Home/cell _____ Work _____

Tenant: _____ Home/cell _____ Work _____

Inspector: _____ Date _____ Time _____

Inspection: _____ Move In _____ Move Out _____ Lease Renewal _____ Other _____

1. Tenants must inspect the premises prior to move-in and return this form to Landlord by the next business day or premises will be considered in excellent condition.
2. Any cleaning or damage must be presented to and confirmed by Landlord before Tenants receive any credit for cleaning or repairs.

ENTRY

(OFFICE USE ONLY)
Tenant - cost - Owner

LIVING ROOM (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

KITCHEN (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

DINING (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

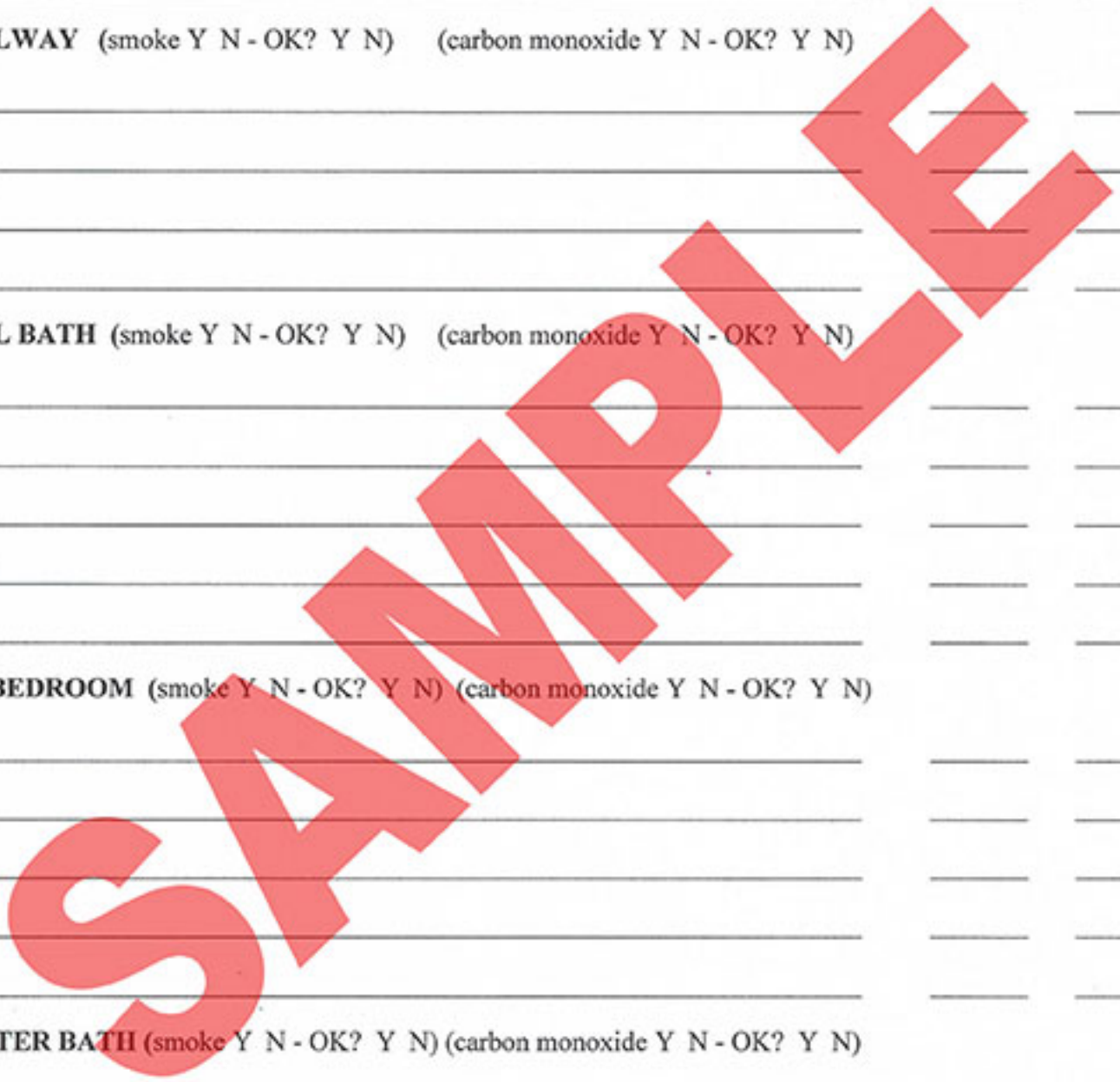
(OFFICE USE ONLY)
Tenant - cost - Owner

HALLWAY (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

HALL BATH (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

1ST BEDROOM (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

MASTER BATH (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)



2ND BEDROOM (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

Tenant - cost - Owner

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3RD BEDROOM (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LAUNDRY (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

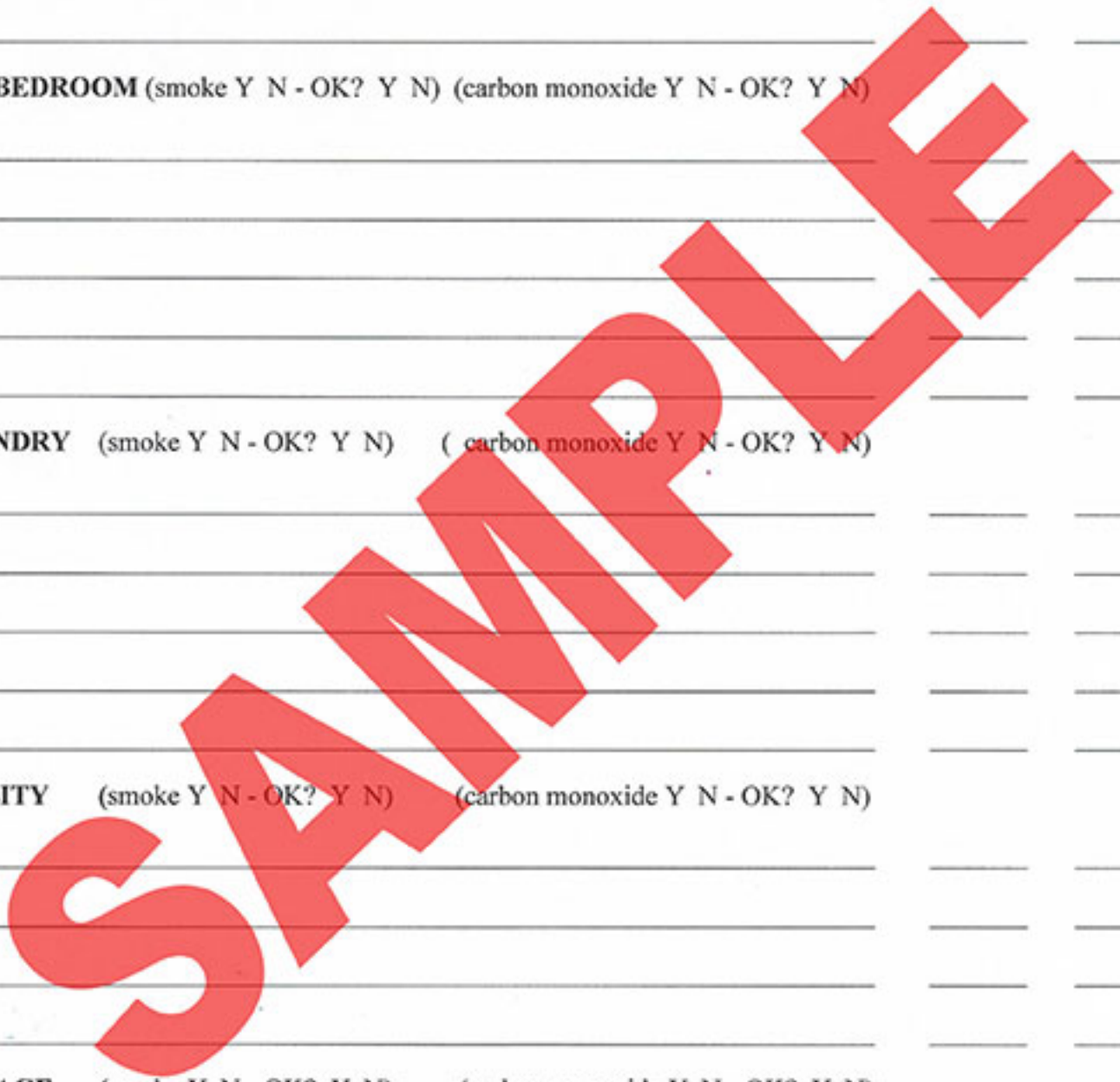
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

UTILITY (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GARAGE (smoke Y N - OK? Y N) (carbon monoxide Y N - OK? Y N)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



MISCELLANEOUS (smoke Y N - OK? Y N)(carbon monoxide Y N - OK? Y N)

(OFFICE USE ONLY)

Tenant - cost - Owner

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tenant(s) request the following items be cleaned/repared subject to Landlord approval.

Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____

CHARGES SUMMARY (OFFICE USE ONLY)

Tenant - cost - Owner

CLEANING	_____	_____
CLEANING	_____	_____
CARPET CLEANING	_____	_____
MAINTENANCE	_____	_____
MAINTENANCE	_____	_____
MISCELLANEOUS	_____	_____
MISCELLANEOUS	_____	_____
TOTAL	_____	=====

Lease Form # 8 - 8/24/12

CLEANING INSTRUCTIONS

1. Tenants must have the premises cleaned to Lease requirements prior to move-out inspection.
2. Tenants shall have 24 hours to re-clean any items noted at the move-out inspection.
3. Tenants must pay a minimum \$80 charge for any cleaning not corrected at move-out inspection.
4. Tenants must pay additional cleaning not corrected at \$40 per hour plus materials.
5. Dirt is not considered "Normal Wear and Tear".
6. Tenants must clean all surfaces including walls and non-acoustic ceilings.
7. Tenants must polish and shine hard surfaces such as counters, appliances, chrome, glass, mirrors, tile, fiberglass, porcelain, etc.
8. Tenants must polish wood surfaces such as wood stained doors and cabinets.
9. Tenants must pay for painting required due to dirt, drawings, damage, smoking.
10. Tenants must dryclean all curtains/draperies and provide receipt.
11. Tenant must pay for professional carpet cleaning arranged with Management. Cost will be deducted from deposit.
12. Tenants shall be in default of the Lease for violating these requirements.

I have read, understand, and agree to the Cleaning Instructions per my signature.

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Lease Form # 9 - 1/23/17

CLEANING & REPLACEMENT COSTS

The following is an example of **minimum** costs that Tenants must pay for cleaning and damage. Actual costs may vary. This list does not include all items that can be charged to Tenants. Tenants shall pay a minimum labor charge of \$40 per hour for any service.

<u>Item</u>	<u>Cleaning</u>	<u>Replacement + labor</u>
Carpet - 1 bedroom apt	\$120	\$2,000
Carpet - 2 bedroom apt	\$130	\$3,000
Carpet - 3 bedroom apt	\$140	\$4,000
Vinyl flooring	\$100	\$2,000
Cabinets/countertops	\$40	\$300 per cabinet
Blinds	\$40	\$50 per window
Dishwasher	\$40	\$350
Disposal	\$40	\$100
Door - exterior	\$40	\$150
Door - interior	\$40	\$100
Door - patio	\$40	\$200
Door - screen	\$40	\$100
Door - storm	\$40	\$150
Drip pans	\$40	\$10 each
Exhaust hood	\$40	\$200
Fire Extinguishers	\$60	\$100
Furniture/Trash	\$100 removal	actual cost
Lightbulbs	\$40	\$10 each
Mirrors	\$40	\$100
Paint	\$40	\$500 one br, \$650 two br
Range	\$40	\$400
Refrigerator	\$40	\$500
Sinks	\$40	\$100
Tub/showers	\$60	\$1,000
Walls	\$40	\$100 per damage
Windows	\$40	\$100
Window screens	\$40	\$100
Wood/Pellet stoves (schedule service)	\$200 minimum	Actual damage to premises

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Lease Form # 10 - 8/24/12

NOTICE OF INTENT TO VACATE

Tenants shall fill out, sign, and return this form providing at least thirty days notice to vacate.

Date received at Management office _____

Tenants Names _____

Current Address _____ Apt # _____

Current Phone Numbers: Home _____ Work _____

Proposed Move-out Date _____

Per Lease, Landlord is permitted to show the premises to prospective Tenants during the last thirty days of your occupancy. We will attempt to contact you at the phone numbers provided prior to showing the premises. If you are unavailable, we will proceed with the showing.

Future Street Address _____ Apt # _____

City _____ State _____ Zip _____

Future Phone Numbers: Home _____ Work _____

Check and answer one of the following:

_____ Tenants have completed Lease requirements & intend to vacate for the following reason:

_____ Tenants have not completed Lease requirements & request to vacate for the following reason:

Tenant Initials _____

1. Tenants shall pay all rent, utilities, and other expenses on the premises through the Lease term and thirty day written notice, when applicable, or until the premises are re-rented, whichever is earliest.
2. Tenants shall have the premises cleaned as required by Lease Attachment F - Cleaning Instructions prior to the final inspection.
3. Tenants shall arrange and attend a final inspection to be eligible for any deposit refund. Inspections will be conducted weekdays only, **starting** between the hours of 9 to 11 am and 1 to 4 pm.

Date of Final Inspection _____ Time of Final Inspection _____

4. Tenants shall pay rent through the Lease term & thirty day notice when this form is received.

All Tenants signing the Lease and occupying the premises shall sign this form.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

Office Use Only: Amount Due \$ _____ through _____

Payback Rent \$ _____ for period of _____

Total Due \$ _____

Amount Received \$ _____ by _____

Tenant Initials _____

Lease Form # 11 - 8/24/12

PARKING REQUIREMENTS

1. Vehicles must show current license/tags, be in running condition with no flat tires, no broken windows/headlights, or other violations preventing being driven on the road.
2. Landlord has the right to remove any vehicle on private property in violation of parking policy without notice to vehicle owner.
3. Parking/driving on the lawn at any time for any reason is prohibited and Tenant will be fined a minimum \$50, or more to cover damages.
4. Anyone may park on public streets as long as vehicle is licensed, in running condition, and not blocking entrances.
5. The Police Department has the right to remove vehicles from the public street.
6. Tenant will hold Landlord/Management harmless for any damage to vehicles.
7. Tenants shall be in DEFAULT of their Lease for violating parking rules.
8. Multi-family Apartments
 - a. Changing oil, doing major repairs, and jacking/blocking up vehicles are prohibited.
 - b. Washing vehicles/using water on the property is prohibited.
 - c. Third vehicles, trailers, or oversized vehicles are prohibited.
 - d. Guests and visitors must park on street.
 - e. Parking lot - Tenant has assigned parking space # .
 - f. Parking lot - Tenant has NO assigned parking spaces.
 - g. Parking lot - Second Tenant vehicle permitted if "OPEN" space available
 - h. NO parking lot. On-street parking only.
 - i. Other _____
9. Single Family Houses/Townhouses - Tenants may park in assigned garage/driveway.

Initials _____

Lease Form # 12 - 11/22/17

TRASH, RECYCLE, COMPOST

The following requirements are established by Landlord, the City of Cheyenne and Department of Sanitation 634-6440, and rural sanitation companies for use of trash, recycle, and compost containers

1. Single containers must be placed on street at curb by 7 am on designated pick up day and removed at end.
2. Larger dumpsters are usually assigned to multi-tenant apartment buildings.
3. Trash, compost, recycle may NOT be mixed or placed in other containers.
4. Tenants will be responsible for charges by the sanitation department for violating these requirements plus \$50 for the first violation and \$100 for repeat violations.
5. Failure to correct violations and pay charges are a Lease DEFAULT and cause for termination of occupancy.
6. Trash - **BLACK** lid container
 - a. TRASH must be bagged per City of Cheyenne Ordinance.
 - b. Trash is picked up weekly. Contact Sanitation for scheduled day.
 - c. Large items (chairs, couches, beds) may not be placed in dumpsters. Contact Sanitation for pick up of large trash items.
7. Recycle - **BLUE** lid container.
 - a. The recycle containers are emptied every 2 weeks on the same day as trash containers.
 - b. Do NOT bag recycle per City of Cheyenne Ordinance.
 - c. **Acceptable** recycle:
 - a. newspapers, magazines, phone books, and catalogs
 - b. brown paper bags
 - c. office paper and junk mail
 - d. shredded paper (place in box or paper bag)
 - e. corrugated cardboard, cereal boxes.
(flattened and cut into 2 foot by 2 foot)
 - f. plastic containers (NO PLASTIC BAGS)
 - g. Steel, tin, aluminum cans, foil and pie tins
 - d. **UNACCEPTABLE** recycle:
 - a. NO plastic bags
 - b. NO garbage
 - c. NO styrofoam
 - d. NO glass of any kind
 - f. NO ceramics, dishes, cups
 - h. NO hazardous materials (paint, oil, anti-freeze, batteries)
8. Compost - **GREEN** lid container (leaves, grass, garbage)
Do NOT bag compost per City of Cheyenne Ordinance.

I have read, understand, and agree to trash, recycle, compost requirements per my signature:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____