

Full first month's rent is due

Prorate due ____ / 01 / ____ : \$ _____

on day of move in: \$ _____

Key pick up: _____ am/pm on ____ / ____ / ____



Chuckanut Property Management Inc.
 2100 Iron St. Bellingham, WA 98225 USA
 (360)-733-3640 or Toll Free at (888)-733-3640
 E-mail: chuckanut@msn.com
 Visit: www.chuckanutproperty.com

Whatcom County Utilities

Local Telephone Service/High Speed Internet

Comcast 1-800-COMCAST
 Verizon 800-483-4100

Propane Companies

NW Propane 354-4471
 Propane Gas Ind 384-4922
 AmeriGas 384-1841

Electricity

****Puget Sound Energy 888-225-5773**
 City of Blaine 332-8311

Natural Gas

Cascade Natural Gas 733-5980

Water & Sewer

City of Bellingham	778-8000
City of Blaine	332-8311
City of Ferndale	384-4302
City of Everson	966-3411
City of Lynden	354-2829
City of Nooksack	966-2531
City of Sumas	988-5711
Birch Bay W & S	371-7100
Water District #2	733-5770
Water District #7	752-9208
Water District #10	734-9224
Water Dist. #12 (Samish)	734-5664

Sanitary Services

Sanitary Services Co. 734-3490
 Nooksack Valley Disp. 354-3400
 Blaine Bay Refuse 332-5443

Recycling Services

Waste Reduction Hotline 676-5723

Misc. Information

Local Area Code: (360)
 Animal Control 733-2080
 Auto Plates & Tabs 676-6740
 Bellingham Herald 676-2600
 Voter Registration 676-6742

*****I/We agree to place all utilities into my name as of _____ . If utilities are not placed into my/our name by this date, and/or if service is taken out of my/our name during any point of our tenancy, I/we will be charged a \$35.00 fee and I/we will have to reimburse CPM for any utility charges after the above date.*****

 Tenant Date

Property Address: _____



Agency Disclosure

Washington state law requires real estate licensees to disclose to all parties to whom the licensee renders real estate brokerage services whether the Licensee represents the Seller (or Lessor), the Buyer (or Lessee), both the Seller/Lessor and Buyer/Lessee, or neither.

You are advised that Chuckanut Property Management is the agent of the owner of:

(Street Address)

The undersigned Lessee acknowledges receipt of a copy of the pamphlet entitled "The Law of Real Estate Agency."

Lessee: _____ Date: _____
(Signature)

Lessee: _____ Date: _____
(Signature)

Lessee: _____ Date: _____
(Signature)

Lessee: _____ Date: _____
(Signature)

Lessee: _____ Date: _____
(Signature)

Licensee: _____
(Print)

Licensee's Signature: _____

Company Name as Licensed: _____ Chuckanut Property Management _____

This agreement, dated as of _____, 20_____, is made and entered into between Chuckanut Property Management, Inc. (the duly authorized agent of the owners of the premises for the purpose of managing the premises as a rental unit) and hereinafter referred to as landlord and _____ hereinafter referred to as tenant.

In consideration of the covenants and agreements hereinafter set forth, landlord does hereby lease to those certain premises situated at _____ City of **Bellingham**, State of Washington, for a term of ___ months and _____ days, commencing on the ___ day of __, **20**__, and ending on the _____ day of _____, **20**__, upon the following terms and conditions:

1. **RENT.** Tenant shall pay monthly rent in the amount of \$_____ in advance on or before the first day of each month to the landlord or to such other person or persons as landlord from time to time designates in writing.

2. **UTILITIES.** Tenant shall pay for **all** services and utilities supplied to the premises **except:**

garbage (tenants will be billed separately for water/sewer usage)

3. **DAMAGES, CLEANING AND SECURITY DEPOSIT.** Tenant has paid a deposit in the amount of \$_____ receipt of which is hereby acknowledged, which shall be deposited by landlord in a trust account with Banner Bank, whose address is 1600 Cornwall Ave., Bellingham.

Upon termination of this tenancy all or a portion of the remainder of this deposit may be retained by landlord, and any refund to tenant is conditioned as follows:

- (a) Tenant shall have fully performed the obligations thereunder and those set forth in the 1973 Residential Landlord-Tenant Act as amended, or as subsequently amended.
- (b) Prior to **12:00** noon on the last day of tenancy, tenant shall have returned to landlord all keys provided during tenancy. **\$95.00** will be charged for re-keying locks if the keys are not returned.
- (c) Tenant shall have cleaned and restored premises to its original condition at commencement of this tenancy, except for normal wear and tear resulting from ordinary use.
- (d) Tenant shall have remedied or repaired to landlord's satisfaction any damage to premises or furnishings.

Within fourteen (14) days after termination of tenancy and vacation of the premises, landlord will give tenant a full and specific statement of the basis for retaining any or all of the deposit together with the payment of any refund due. (See attached Security, Cleaning and Damage Deposit Agreement)

4. **USE OF PREMISES.** Tenant shall not assign this agreement, sublet the premises, give accommodations to any roomers or lodgers or permit the premises to be used for any purposes other than a private dwelling solely for the tenant and his family, consisting of the following named persons:

Tenant may not have any guest on premises for a period longer than one week without prior approval of the landlord. Tenant will be subject to eviction if guests stay longer than one week without prior approval of landlord.

Initial _____

5. **TENANT'S OBLIGATIONS.** Tenant agrees as follows:

- (a) To pay all rent and other charges promptly when due. A late charge of **\$35.00** will be assessed if rent is not paid by closing on the **3rd** of the month. For every day thereafter an additional charge of **\$3.00** shall be assessed until the rent is paid in full. (example: 5th = \$38.00 late fee). **No personal checks will be accepted after the 3rd of the month, only money orders or cashiers check.** All NSF checks must be paid within 24 hours of landlord notifying tenant. NSF checks must be repaid in money order, or cashiers check; checks will not be re-deposited. **All NSF checks have a \$35.00 processing fee**, regardless

of the reason. NSF checks will be considered late rent and late fees will be assessed. **If a 3 Day notice is served for non payment of rent a fee of \$35.00 will be charged.** Funds received will be applied to the oldest charges first.

- (b) To keep the premises in a clean and sanitary condition. Damage from nicotine, causing the unit to need painting and/or excessive cleaning will be charged to the tenant.
- (c) Not to use the premises for any purpose deemed hazardous by insurance companies. In case of fire, tenancy is terminated immediately.
- (d) To properly dispose of all rubbish, garbage and other organic or flammable waste at reasonable and regular intervals and to assume all costs of extermination and fumigation for infestation caused by tenant.
- (e) Not to intentionally or negligently destroy, deface, damage, impair or remove any part of the structure or dwelling, including the facilities, equipment, furniture, furnishings and appliances, or permit any member of his family, invitee, licensee or any person under his control to do so.
- (f) To repair at tenant's expense any damage to the premises caused by tenant's acts or neglect within thirty (30) days of receipt of written notice from landlord requiring such repairs, or within a shorter time if made necessary by emergency.
- (g) To permit the landlord, his agents, employees or representatives to enter the premises at reasonable times after 24 hour notice as required by the 1973 Residential Landlord- Tenant Act for the purpose of inspections or to make necessary repairs or improvements or to show the premises to prospective purchasers, mortgagees or insurance representatives.
- (h) To permit landlord to show the premises with 24 hours notice to prospective tenants after notice to vacate has been received.
- (i) Not to install or use a dishwasher, washing machine, dryer or air conditioning unit in the premises without prior written approval of landlord.
- (j) Not to have any animals or pets of any kind on the premises without prior written approval of landlord. Violation of this rule will be cause for immediate eviction.
- (k) Not to install a waterbed without the prior written approval of landlord and proof of renters insurance.
- (l) Not to make any alterations, additions, painting or improvements in or on the premises, including changing or adding additional door locks, without the prior written approval of landlord.
- (m) To notify landlord immediately in writing of any necessary repairs or damage to the premises.
- (n) To conform to the rules and regulations adopted by landlord. These rules and regulations may be modified by landlord upon thirty (30) days written notice.
- (o) To have due regard for the peace, comfort and enjoyment of other residents and neighbors, and to avoid disturbances or breaches of the peace.
- (p) Not to use the premises for any illegal activity nor to allow such activities to take place on the premises.

6. **SINGLE FAMILY RESIDENCE.** If the dwelling which is the subject of this agreement is a single family residence, as defined in the 1973 Landlord-Tenant Act as amended, tenant agrees:

- (a) To provide and maintain receptacles for garbage, trash and recycling.
- (b) To mow and water the lawn, and keep the lawn, flowers and shrubbery in good order and condition, and to keep the sidewalk surrounding the premises free and clear of all obstruction, snow and ice.

SPECIAL AGREEMENTS

N/A

- (c) To use due precaution against freezing of water pipes and waste pipes and stoppage of same in and about the premises. In the event that water pipes or waste pipes are frozen or become clogged by reason of neglect of tenant, tenant agrees to repair same at tenant's expense as well as damage caused thereby (Feminine hygiene products including tampons are not to be flushed down the toilet, regardless of instructions included with the product.)

7. **ABANDONMENT.** If tenant defaults in payment of rent and is absent from the premises for a period of fourteen (14) consecutive days, it shall be presumed that tenant has abandoned the premises and does not intend to resume his tenancy. In the event of such an abandonment, landlord may immediately enter the premises and take possession of any property of tenant found therein. Any such property shall be stored and disposed of pursuant to the provisions of the 1973 Residential Landlord-Tenant Act as amended.

Initial _____

- 8. **SUBLETTING AND ASSIGNMENT.** Tenant agrees not to sublet the premises nor any part thereof nor assign this agreement in whole or in part without the prior written consent of landlord. If approval is given, there will be an administrative fee of \$35 charged to the outgoing/incoming tenant.
- 9. **NO WAIVER.** Failure of landlord to insist upon the strict performance of the terms, covenants, agreements and conditions herein contained, or any of them, shall not constitute or be construed as a waiver or relinquishment of owner's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.
- 10. **ATTORNEYS' FEES.** In the event any action, suit or proceeding is instituted regarding the performance or the terms and provisions of this agreement or because of a breach of any of tenant's obligations, then tenant agrees to pay to landlord reasonable attorneys' fees as authorized by law.

- 11. **DEPOSIT AGREEMENT.** The terms of the attached Deposit Agreement are specifically incorporated into this lease and shall control the return of the deposit, subject to the other terms of this lease.
- 12. **SPECIAL AGREEMENTS.**

 No pets No smoking

Tenants received Resident Handbook

The Owner of the rental property and Chuckanut Property Management are not responsible for tenants' personal belongings. The Tenants' belongings are not covered by the Owner's insurance. We strongly recommend Renter's Insurance.

- 13. **DELIVERY OF POSSESSION.** If for any reason whatsoever landlord does not deliver possession of the premises at the commencement of the term of this agreement, rent shall be abated until such date as possession of premises is tendered by landlord, and in all other respects this agreement shall remain in full force and effect and the term shall not be extended thereby. In no event shall landlord be liable for damages caused by failure to deliver possession of the premises. If possession of the premises is not tendered to tenant with ten (10) days of the commencement of the term of this agreement, tenant may terminate this agreement by giving written notice to landlord and any moneys paid by tenant to landlord shall be refunded to tenant.
- 14. **HOLD OVER AND NOTICE.** **At least thirty (30) days prior to the expiration of the lease**, the tenant shall give the landlord notice of his/her/their intentions in regard to occupancy of the premises. Such notice may accompany the rent payment, but a notation on a rent check shall **not** constitute sufficient notice. If the tenant fails to give such notice the landlord, at its sole option, may treat the tenant as holding over on the same terms, except that rent may be increased. If a lease renewal has not been signed by the end of the specified lease period, month to month tenancy shall result. If the tenant gives notice of intention to vacate at the end of the term and fails to vacate, the tenant shall be liable for any loss suffered by the landlord as a result, and the landlord, at its sole option, may treat the tenant as holding over for an additional month on the same terms, except that rent may be increased.
- 15. **SIGNATURE.** Tenant acknowledges that he/she/they have read this agreement and will abide by its terms and will comply with all rules and regulations adopted by landlord. Tenant accepts the premises in as is condition and no alterations or improvements will be made by landlord unless specified in special agreements.

Executed as of the date first written above.

Chuckanut Property Management

TENANT

TENANT

TENANT

TENANT

**CHUCKANUT PROPERTY MANAGEMENT
SECURITY DEPOSIT AND NON-REFUNDABLE FEE AGREEMENT**

PROPERTY ADDRESS: _____

Receipt of \$___ is hereby acknowledged as partially a cleaning, damage and security deposit and partially as non-refundable fees as further set out below.

1. **CLEANING.** A charge of **\$30.00 per hour** will be made for time required to clean the vacant unit. Miscellaneous supplies that need to be replaced to bring the unit up to original condition will be charged to the tenant. **These supplies include burner drip pans, batteries for smoke detectors, and light and appliance bulbs. You can avoid these charges by replacing these items yourself. Additional charges accrue if window coverings/blinds are dirty, or covered in smoke film.**
 2. **DAMAGE.** A charge of **\$50.00 per hour** will be made to restore the unit to its prior condition or for any damage incurred during the tenancy with the exception of normal wear and tear. In addition, the actual cost of materials will be charged.
 3. **DELAY DUE TO DAMAGE.** If the undersigned tenant(s) cause damage or filthiness to the rented premises, and as a result lessor (Chuckanut Property Management) incurs a delay in being able to rent the said premises (until needed repairs and/or cleaning is completed), then said tenant(s) shall be required to pay a prorated daily rental rate for those days needed for the repair and/or cleaning. **Please note: tenant(s) can avoid said financial responsibility by simply leaving the rented premises in a clean and undamaged condition.**
 4. **CARPET CLEANING FEE.** A minimum \$50.00 will be charged for carpet cleaning. If the unit contains more than 200 square feet of carpet, the additional area will be charged at \$.25 per square foot. These fees will be deducted from the funds paid by the tenant under this agreement. If the carpet must be replaced due to damage or excessive wear by the tenant, the carpet cleaning fee will be used towards replacement costs. An additional \$10.00 will be deducted for an ultraviolet light pet urine test. Resident is not permitted to clean his/her own carpets under any circumstances unless given prior written approval by landlord. **THIS PORTION IS NON-REFUNDABLE REGARDLESS OF HOW LONG YOU RESIDE AT THE PREMISES.**
 5. **WRITTEN NOTICE TO VACATE.** If you wish to vacate the premises at the end of your lease, you must give the landlord 30 days written notice prior to the end of the lease. **FAILURE TO PROVIDE WRITTEN NOTICE TO LANDLORD OF INTENT TO VACATE 30 DAYS PRIOR TO THE END OF THE LEASE OR RENTAL PERIOD WILL HOLD YOU RESPONSIBLE FOR THE NEXT MONTH'S RENT IN FULL.**
 6. **BREAKING YOUR LEASE** - In order to replace you as the Tenant/ Lessee for the property, you may.....Advertise, show and secure qualified applicant(s) and have them provide us with fully completed application forms with appropriate fee(s). We will then try to qualify the applicant(s) and prepare the paperwork/new lease should they be approved. There is a \$100 fee for this lease documentation and you remain fully responsible for the rent and utilities up to the time the new tenant lease takes effect and your security deposit will be refunded - less standard move-out charges and other justified deductions, **if any** - when the new tenants have executed and returned their property condition check list.
OR, you may...vacate the property and we will then advertise and show the property to qualified applicants. The fee for this service is one half of one month's rent (a minimum of \$300). We will qualify the applicants and prepare the paperwork/new lease. **IN ALL CASES YOU REMAIN FULLY RESPONSIBLE FOR THE RENT, UTILITIES, AND ADVERTISING COSTS** up to the time the new tenants' pay full security deposit and rent, and the lease takes effect. Your security deposit will be refunded, less move-out charges, non-refundable fees and advertising costs when the new tenants have executed and returned their property condition check list.
 7. **RENT.** Should the tenant vacate the rental unit before the lease or rental agreement has ended they (tenant) shall remain responsible for the entire rent of the unit until it is fully re-rented or until the end of the lease, whichever comes first.
 8. **REFUNDS.** All funds remaining on deposit will be refunded within fourteen (14) days of the termination of the lease or rental agreement, and vacation of the premises, together with a statement for any funds withheld. Said refund and statement will be sent to the last known address of the tenant at the subject rental property or a forwarding address if one was given by the vacating tenant.
- Initial _____
9. **KEYS AND LOCKS.** Resident is charged with rent on unit through midnight of the day the keys are returned to the landlord and not the time when actual vacation took place. **All keys shall be turned in by noon on the last day of the rental period.** If resident fails to return ALL keys issued, the locks will be re-keyed and a charge of \$95.00 taken from the deposit.
 10. **T.V. CABLE.** If the resident removes TV cable jacks and/or couplings, a charge of \$15.00 will be taken from the deposit. Tenant may not install or have any cable jacks without written permission.
 11. **REMAINING TENANTS.** Should the lessees sublet the premises without the knowledge and consent of the landlord, all tenants who are a part of the Lease Agreement are responsible for all damage and costs (legal, eviction, and other damages) incurred as a result of other household members or guests. In the case of unauthorized subletting, deposits will be forfeited in TOTAL, in addition to any other damages suffered.

- 12. **SMOKE DETECTOR AND CO DETECTOR.** Tenants shall leave smoke detector(s) and carbon monoxide detector(s) and batteries in operating condition at all times. A charge of \$10.00 will be made for replacement of the battery or a greater charge if the detector is replaced. The smoke detector upon moving in is the tenant's responsibility. If the smoke detector is removed or disengaged, a penalty of \$200.00 can be fined to the tenant by the City of Bellingham Fire Department in accordance with RCW 48.48.140. You can be held responsible for the damage done to house or apartment by a fire if the smoke detector is found to be non-working.
- 13. **DEPOSIT.** No funds paid as deposit by the residents may be used as a credit towards the rent at any time including final month's rent. All funds paid under this agreement are deposited in a trust account held at Banner Bank. The non-refundable portions of the funds will be withdrawn and paid to the landlord at the termination of the lease or rental period. All deductions from the refundable portion of the funds will be made and accounted for as provided for in Section 8 of this agreement.
- 14. **PETS.** Pets are NOT permitted to live at the unit or visit the property in any capacity unless permitted to do so, in writing, by the management. This includes any visiting animals owned by others. If approved, a pet deposit will be collected and a pet agreement signed by the tenant. **All tenants are responsible for all pet damage done to unit, property and carpet.**
- 15. **FEES.** Any remaining fees or charges owed to the landlord will be deducted from deposit if not paid through the billing process prior to termination of tenancy. This includes, but is not limited to, rent, late charges, NSF fees, service fees, unnecessary service calls, yard care or repairs caused by tenant neglect or non-performance.
- 16. **GLASS.** Resident is responsible for any and all glass damage incurred during tenancy and during move in and move out.
- 17. **UTILITIES.** Any unpaid portion of water, sewer, and/or garbage bills that were the responsibility of the tenant will be deducted from the deposit.
- 18. **DISPOSAL.** A **minimum** of \$75.00 will be charged for hauling and disposal of any and all trash, furniture, possessions or any matter of detritus left behind after the tenant has vacated.
- 19. **GARAGE DOOR OPENERS.** A minimum fee of \$50.00 will be charged for lost or non-returned garage door openers.
- 20. **ADMINISTRATIVE (MOVE-OUT) FEE:** A processing and administrative fee of **\$35.00** is included in the funds paid under this agreement and will be deducted upon move out.

RESIDENT ACKNOWLEDGES THAT HE/SHE HAS READ AND RECEIVED A COPY OF THE DEPOSIT AGREEMENT, LEASE AGREEMENT, AND MOVE-IN INSPECTION SHEET.

TENANT

TENANT

DATE

DATE

TENANT

TENANT

DATE

DATE



SMOKE DETECTOR AND CO DETECTOR DEVICE FORM
(Multiple Unit Residence)
YOU ARE NOTIFIED

1. This dwelling unit is equipped with a smoke detection device in accordance with RCW 48.48.140. This unit is also

Address: _____

We the undersigned agree that under no circumstances will we be permitted to have any pets at the above mentioned address.

We also understand that this pet policy applies to any pet or pets that may accompany visitors.

Failure to comply will result in a \$200 penalty/fine and/or termination of lease.

Tenant Date

Tenant Date

Tenant Date

Tenant Date



MULTIPLE OCCUPANCY STATEMENT

Address: _____

In our desire to make the conditions of your occupancy as clear as possible and assist you in recognizing your responsibilities to our firm and your co-tenants, we have noted the following items:

Tenant Partnership

- Each person in the unit has signed the lease. That means you have formed a partnership with all the signers on the lease. Anything regarding your unit's rental payments, security deposits and living arrangements is a group decision.

- ❑ You are totally responsible for your partners' debts and actions as well as your own.
- ❑ The rent is due and payable on the first of every month. If one member does not pay then the others are responsible for his/her portion. Any fines, expenses or late charges will be the responsibility of the group as a whole. Please make sure your check identifies the property address.
- ❑ The owner / agent is not responsible for keeping a separate accounting of individual tenant rent payments and or security deposits.
- ❑ If less than all tenants vacate the premises, the remaining tenants are responsible for the full rent and not just a pro-rata share.

Tenant Change

- ❑ If one partner decides to discontinue his/her tenancy, the remaining tenants and the owner / agent must approve the release of liability of the individual and must also approve any new tenant.
- ❑ The new tenant must complete an application, pay a \$40.00 application fee and sign the original office copy of the lease.
- ❑ The outgoing and incoming tenants must sign an assignment form and pay a \$35 re-assignment fee.
- ❑ If a New Tenant is added at a later time during the Rental Agreement/Lease period, the new tenant must complete an application, pay a \$40.00 application fee, pay a \$35.00 New Tenant Fee, and sign the original office copy of the lease.
- ❑ It is your responsibility to regulate and handle the internal transferring of security deposits and any pro-rata rent among yourselves.

Initial _____

Security Deposit Refunds

- ❑ The security deposit remains intact until the unit is totally vacated, cleaned and all keys returned to the owner/agent.
- ❑ Security deposits will be refunded to all those whose names appear on the lease agreement. Security deposits will be refunded on one check and made out to a designated tenant unless otherwise specified in writing to owner/agent.

We have read and understand the above conditions:

Tenant	Date
Tenant	Date

Tenant

Date

Tenant

Date

Tenant

Date

Chuckanut Property Management

Date



EXTERIOR ADDENDUM

- The exterior of the premises must be maintained in a clean, neat and orderly fashion
- Decks, patio areas, common areas and carports are not to be used for storage of boxes, furniture or any personal belongings.
- Only appropriate patio furniture is allowed on decks and patios (i.e. plastic or metal furniture without padding, pillows or other cloth materials).

- There will be no charcoal barbecues allowed on the property. Gas barbecues are allowed if they are operated in an open area and attended to at all times. All barbecues are prohibited in areas that are under cover.

Property Address

Tenant **Date**

Tenant **Date**

Tenant **Date**

Tenant **Date**



Addendum to Lease

Tenant fully understands the following Chuckanut Property Management policy:

At least thirty (30) days prior to the end of the lease, tenant(s) agrees to confirm in writing with this office their intention to move or vacate at the end of the term. After giving notice to vacate, tenant(s) agrees to allow the unit to be shown to prospective tenants during the remainder of the rental term. Arrangements will be made through Chuckanut Property Management with a 24-hour notice. No potential tenants will enter the property unless the tenant(s) is at the residence or unless accompanied by a representative of Chuckanut Property Management.

I understand that my contract requires a move-out notice to be given in writing at least thirty (30) days prior to the end of the rental period. If my lease has not expired as of the date of intent to move out, I understand that I am still liable for the terms and conditions of my lease until such time as it is released or I am otherwise relinquished of responsibility. In addition to the rent due, I realize that I am responsible for the cost of such

items as yard care, energy costs and costs incurred in re-renting my unit. I also understand the penalty outlined on the Security, Cleaning, and Damage Deposit Agreement for vacating prior to the end of my lease.

I understand that I must return the keys to my unit to the Chuckanut Property Management office at the termination of my tenancy. Return of the keys relinquishes all right of possession to Chuckanut Property Management and I may not enter the unit without permission.

My Move-Out Deposit Refund and Statement will be mailed on or before the 14th day after termination of tenancy. It will state all charges withheld and include a refund or a balance due.

Address of Property: _____

Tenant Date Tenant Date

Tenant Date Tenant Date



MOLD and MILDEW

Mold and mildew are problems that are especially prevalent in high moisture areas, such as the Pacific Northwest. Mold and mildew spores are **always** present in the environment and **cannot** be eliminated. Excess moisture is the leading cause of mold or mildew growth indoors. However, most sources of moisture can be controlled by simple procedures under **your** control. In order to reduce the incidence of mold and mildew: **Reduce humidity. Provide adequate ventilation. Clean!**

1. Reduce humidity (moisture in the air)

- a. Use bathroom exhaust fans during and for 45 minutes after a bath or shower. If no fan is available open a window slightly for ventilation for the same amount of time.
- b. Use the fan above the stove whenever cooking, or if no fan, open a window slightly for ventilation. Also use the fan when running the dishwasher.
- c. Use the fan in the laundry area during and for 20 minutes after using the washer or dryer, or if there is no fan, open a window slightly for ventilation.
- d. Cover fish tanks.
- e. The use of a dehumidifier is also helpful.

2. Keep the temperature low and provide adequate ventilation (warmer air holds more moisture)

- a. Keep house temperature between 50 and 70 degrees.
- f. Open several windows at least twice a day for several minutes to allow cross ventilation of the dwelling.
- g. Allow at least 4 inches between furniture and walls to aid ventilation. Never block baseboard heaters or register vents.
- h. Open closet doors to allow ventilation.

3. Clean regularly and thoroughly.

- a. Mold thrives on anything organic: dust, dirt, hair and skin cells. Regular cleaning will help deter mold and mildew from forming.
- b. If mold or mildew appears it can be easily removed by using a commercial cleaning product or a weak bleach solution (one cup bleach in one gallon of warm water).
- c. Dry any water that spills from showers, sinks, etc.
- d. Clean up spills on carpet, rugs or floors and thoroughly dry the carpet or rug.
- e. Regularly check and clean the window and door tracks and keep free of condensation.

How can molds affect my health?

Generally, the majority of common molds are not a concern to someone who is healthy. However, if you have allergies or asthma, you may be sensitive to molds. You may experience skin rash, running nose, eye irritation, cough, congestion, and aggravation of asthma. Also if you have an immune suppression or underlying lung disease, you may be at increased risk for infections from molds.

Notify management immediately of any water leakage, leaking plumbing, leaking tubs or showers or running toilets. If you have attempted to clean mold or mildew as directed and it reappears quickly, report the mold or mildew to management so they may assess the situation.

Address: _____

Tenant		Date		Tenant		Date
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Tenant		Date		Tenant		Date
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CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or a guest or other person under the resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 or the Controlled Substance Act [21 U.S.C. 802]).
2. Resident, any member of the resident's household or a guest or other person under the resident's control shall not engage in any act intended to facilitate criminal activity, including, but not limited to drug-related criminal activity, on or near the said premises.
3. Resident or members of the household shall not permit the dwelling unit to be used for, or to facilitate criminal activity, including but not limited to drug-related criminal activity, regardless or whether the individual engaging in such activity is a member of the household, or a guest.
4. Resident, any member of the resident's household or a guest, or another person under the resident's control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or a guest or another person under the resident's control shall not engage in and/or facilitate any illegal activity, including but not limited to the following: prostitution criminal street gang activity , threatening or intimidating , assault including but not limited to the unlawful discharge of firearms, on or near the

dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage.

6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.

8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Resident Signature Date

Resident Signature Date

Resident Signature Date

Resident Signature Date

Property Manager's Signature Date

Property Address: _____



PROPERTY
MANAGEMENT
INC.

WINTER NOTICE

The winter season is here! We all need to be prepared for cold weather. In order to prevent cold weather emergencies, we have compiled a list of precautionary measures. Please take a moment to read over these instructions and then follow the procedures that apply to your home.

- Please make sure all hoses are disconnected outside, and wash your cars at a car wash during the winter months. Hoses left attached WILL FREEZE AND BREAK the hose bib and you will be responsible for cost of repair.
- If the temperature drops below freezing, be sure that water is slowly dripping at all faucets. This is to avoid any freezing of water pipes. Also, leave the bathroom and kitchen cupboards open so heat can travel through walls to prevent the water pipes from freezing (this is most important on walls facing North).
- If you leave your home for more than 24 hours, leave the thermostat no lower than 60 degrees. ***At no time should the heat be turned completely off.***
- Please inform us immediately of any roof leaks, broken pipes, or maintenance that needs to be taken care of to avoid any damage to the property. Sometime in November, our maintenance team will be coming out to clean out gutters and downspouts.
- If screens blow off during windy periods, please re-install them, or put them in a safe place to avoid any damage.
- If you notice any shingles in the yard or missing from your roof, please call our office.
- If you lose power, please ***do not*** call our office or the emergency line. Contact Puget Sound Energy at 1-888-225-5773 to report a power loss.

With everyone's cooperation, we will all get through the winter with very few cold weather problems. If you have any questions regarding the cold weather preparations or if we can be of any other assistance, please don't hesitate to call our office.

Chuckanut Property Management would like to thank you in advance for your cooperation, and appreciate how well you take care of the property.

Address

Tenant

Date

Tenant

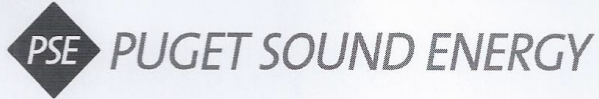
Date

Tenant

Date

Tenant

Date



Financial Authorization Form

Service Location for Move In:

Applicant Name _____
Co-Applicant Name _____
Street Address _____
City _____ State _____
Zip Code _____ Move in Date _____
Contact Phone Number(s) _____

I confirm by signing this authorization form, I agree and acknowledge that I am applying for utility service with Puget Sound Energy and am responsible for any charges incurred at the location listed above.

Applicant Authorization Name: _____

Applicant Authorization Signature: _____

Date: _____

Co-Applicant Authorization Name: _____

Co-Applicant Authorization Signature: _____

Date: _____

Complex/Management/Owner

Name CHUCKANUT PROPERTY MANAGEMENT

Contact Phone Number(s) 360-733-3640

Email chuckanut@msn.com