

# JAG HOUSING

## Lease Agreement

This Lease Agreement is made entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. At 150 West Second St. Mt.Carmel, PA, by and between Joseph A. Gushen of 150 West Second Street, Mt.Carmel, PA 17851, Hereinafter called "LESSOR"-AND- the following lessees'

Lessee#1 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#2 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#3 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#4 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#5 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#6 Name \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#7 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee#8 Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
DEPOSIT \_\_\_\_\_ Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

The Lessees' are hereinafter referred to as "Lessee" in the remainder of this document.

ARTICLE I

DEMISE, DESCRIPTION, USE, TERM AND RENT

1.01. "LESSOR" hereby leases to "LESSEE", and "LESSEE" hereby leases from "LESSOR", that certain property, hereinafter called "THE LEASED PREMISES" situated in the town of Bloomsburg, Columbia County, PA, and described as follows:

# \_\_\_\_\_ Apartment located at \_\_\_\_\_ St., Bloomsburg, Columbia County, PA

ARTICLE II

2.01 **Fall Semester:** The term of said Lease shall begin on the \_\_\_\_\_ day of August 20\_\_\_\_. And end on the 15<sup>th</sup> day of December 20\_\_\_\_.

"LESSEE" Agree to pay to the "lessor" for the use and occupancy of said premises, the sum of \_\_\_\_\_ (\$\_\_\_\_\_), per semester.

**"LESSEE" agrees to pay all rent for the fall semester on or before the 15<sup>th</sup> day of July, 20\_\_\_\_.**

**Spring Semester:** The term of said Lease shall begin on the 15th day of January, 20\_\_\_\_, And end on the \_\_\_\_\_ day of May, 20\_\_\_\_.

"LESSEE" agrees to pay to said "LESSOR" for the use and occupancy of said premises, the sum of \_\_\_\_\_ (\$\_\_\_\_\_), per semester.

**"LESSEE" agrees to pay all rent for the spring semester on or before the 10th day of December, 20\_\_\_\_.**

(NOTE: Dates correspond w/ Move in date of Friday before BU classes start in August

Move Out date is Saturday after classes end in May

Tenant does not have to move out during Christmas break.)

**JOINT AND SEVERAL LIABILITY AMONG LESSEE:** Lessee covenant and agree that Lessee's obligations for rent, liability and all other terms of this lease shall be joint and several.

Said apartment to be occupied by no more than \_\_\_\_\_ **persons.**

No "LESSEE" shall have the right to occupy said premises until all rents and security deposits have been paid in accordance with the terms of this Lease Agreement.

The "LESSOR" to and "LESSEE" shall give no keys before all rents and security deposits have been paid in accordance with the terms of this Lease Agreement.

All keys must be returned to the "LESSOR" by the end of the rental term. If all keys are not returned and it is necessary for the "LESSOR" to have the locks changed and the new keys purchased, there shall be a penalty of Seventy - Five Dollars (\$75.00) to be deducted from the security deposit.

ADDITIONAL RENT

2.02. "LESSEE" agrees to pay as rent, without demand, and without offset or deduction, in addition to the minimum rental herein before provided, the following:

**FIRE INSURANCE PREMIUMS**

(a). All increases in fire insurance premiums on the Leased Premises due to an increase in the rate of fire insurance in excess of the rate on the Leased Premises at the time of making this Lease, if said increase is required by any act or negligence of the “LESSEE”.

**ARTICLE III**

**UTILITIES**

3.01. The parties so designated shall pay the following utilities:

- A. Heating for premises – to be paid be \_\_Tenant\_\_.
- B. Heating of water for premises – to be paid by \_\_Tenant\_\_.
- C. Electricity for premises – to be paid by \_\_Tenant\_\_.
- D. Gas or electric for cooking – to be paid by \_\_Tenant\_\_.
- E. Sewer charge – to be paid by \_\_Tenant\_\_.
- F. Water consumption – to be paid by \_\_Tenant\_\_.
- G. Garbage collection – to be paid by \_\_Tenant\_\_.
- H. Cable TV - to be paid by \_\_Tenant\_\_.
- I. All other utilities – to be paid by \_\_Tenant\_\_.

“LESSEE” agrees to pay all charges for those, which “Tenant” is obligated, before they shall become delinquent and shall hold “LESSOR” harmless from any liability therefore.

**ARTICLE IV**

**WASTE AND NUISANCE**

4.01. “LESSEE” shall not commit or suffer to be committed, any waste on the Leased Premises, nor shall “LESSEE” maintain, commit, or permit the maintenance or commission of any nuisance on the Leased Premises or use the Leased Premises for any unlawful purpose.

The said premises are to be kept and maintained in as good repair and condition as at present and at the expiration of this Lease, they are to be surrendered in like repair and condition, normal wear and damages happening by fire, storm or other casualties only expected.

The premises are to be kept in a clean and sanitary condition and all ashes or other garbage, which may accumulate thereon during the term, are to be removed.

**ARTICLE V**

**SURRENDER OF PREMISES**

**NOTICE**

5.01. "LESSEE" shall, without demand therefore and at its own cost and expense prior to or on the date of expiration or sooner termination of the term hereof or any extended term hereof, remove all property belonging to it and repair all damage to the Leased Premises caused by such removal. Any property not so removed shall be deemed to have been abandoned by "LESSEE" and may be retained or disposed of by "LESSOR", at "LESSOR'S" option.

**SURRENDER**

5.02. "LESSEE" agrees to and shall, on expiration or sooner termination of the terms above or any extended term hereof, promptly surrender and deliver the Leased Premises to "LESSOR" without demand therefor in good condition, ordinary wear and tear excepted.

**ARTICLE VI**

**DEFAULTS AND REMEDIES**

**DEFAULT BY LESSEE**

6.01. If "LESSEE" shall allow the rent to be in arrears more than ten (10) days after written notice of such delinquency from "LESSOR", or should any other person than "LESSEE" secure possession of the premises or any part thereof, by operation of law in any manner whatsoever, "LESSOR" may at its option, without notice to "LESSEE", terminate this Lease, or in the alternative, "LESSOR" may relet and take possession of said premises and remove all persons and property therefrom, without being deemed guilty of any manner of trespass and relet the premises or any part thereof, for all or any part of the remainder of said term, to a party satisfactory to "LESSOR", and at such monthly rental as "LESSOR" may with reasonable diligence be able to secure. Should "LESSOR" be able to relet after reasonable efforts to do so, or should such monthly rental be less than the rental "LESSEE" was obligated to pay under this Lease, or any renewal thereof, plus the expense of reletting, then "LESSEE" shall pay the amount of such deficiency to "LESSOR".

It is expressly agreed then in the event of default by "LESSEE" hereunder, "LESSOR" shall have a lien on all goods, chattels, or personal property of any description belonging to "LESSEE" which are placed in, or become a part of, the Leased Premises, as security for rent due and to become due for the remainder of the current Lease term, which lien shall not be in lieu of or in any way affect the statutory "LESSOR'S" lien given by law but shall be cumulative thereto; and "LESSEE" hereby grants to "LESSOR" a security interest in all such personal property placed in said Leased Premises for such purposes. In the event "LESSOR" exercises the option to terminate the Lease hold, reenter and relet the premises as provided in the preceding paragraph, then "LESSOR" may take possession of all of "LESSEE'S" property on the premises and see same at public or private sale after giving "LESSEE" reasonable notice of the time and place of any public sale or of the time after which any private sale is to be made, for cash or on credit, for such prices and terms as "LESSOR" deems best, with or without having the property present at such sale. The proceeds of such sale shall be applied first

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to the necessary and proper expense of removing, storing, selling such property, then to the payment of any rent due or to become due under this Lease, with the balance, if any, to be paid to "LESSEE".

All rights and remedies of "LESSOR" under this Lease shall be cumulative, and none shall exclude any other right or remedy at law. Such rights and remedies may be exercised and enforced concurrently and whenever and as often as occasion therefore arises.

**DEFAULT BY LESSOR**

6.02. If "LESSOR" defaults in the performance of any term, covenant or condition required to be performed under this Lease, "LESSEE" shall elect either one of the following:

(a). After not less than twenty (20) days written notice to "LESSOR", "LESSEE" may remedy such default by any necessary action, and in connection with such remedy pay expenses and employ counsel; all reasonable sums expended or obligation incurred by "LESSEE" in connection therewith shall be paid by "LESSOR" to "LESSEE" on demand, and on failure of such reimbursement, "LESSEE" may, in addition to any other right or remedy that "LESSEE" may have, deduct the cost and expenses thereof from rent subsequently becoming due hereunder; or

(b). Elect to terminate this Lease on giving at least twenty (20) days written notice to "LESSOR" of such intention, thereby terminating this Lease on the date designated in such notice, unless "LESSOR" shall have cured such defect prior to expiration of the twenty (20) day period.

**ARTICLE VII**

**INSPECTION BY LESSOR**

7.01. "LESSEE" shall permit "LESSOR" and/or "LESSOR'S" agents to enter into and upon the Leased Premises at all reasonable times for the purpose of inspecting the same or for the purpose of maintaining or making repairs or alterations to the building.

**ARTICLE VIII**

**ASSIGNMENT AND SUBLEASE**

**ASSIGNMENT AND SUBLETTING BY LESSEE**

8.01. "LESSEE" may assign this Lease and may sublet the leased Premises or any part thereof, provided the "LESSOR", prior to said assignment or sublease, consents, in writing to such assignment or subletting (the withholding of such consent to be reasonable in all instances). No such assignment or subletting shall, however, in any way relieve the "LESSEE" from its' liabilities hereunder, and in the event of any such assignment or subleasing, "LESSEE" shall continue to be primarily liable for payment of all rent and additional rent herein provided and for the performance and observance of the other agreements and covenants on its part to be performed and observed by it. "LESSEE" shall provide "LESSOR" with copies of proposed articles of assignment or subletting prior to "LESSORS" consenting to same.

**ASSIGNMENT BY LESSOR**

8.02. "LESSOR" is expressly given the right to assign this Lease to any purchaser of the Leased Premises and, upon written assumption of the "LESSOR'S" obligation under this Lease

by such assignee, "LESSOR" shall be relieved of any further liability or obligations hereunder for any events or conditions arising after the execution date of the assignment.

The "LESSOR" is expressly given the right to assign any or all of its' interest under the terms of this Lease to any third party and also the right to assign rentals hereunder as collateral for a loan to "LESSOR" or otherwise to secure indebtedness incurred by "LESSOR".

**ARTICLE XI**

**SECURITY DEPOSIT**

**RECEIPT OF DEPOSIT**

9.01. All "LESSEE'S" have previously paid a security deposit. All security deposits will be held in as security for the Lease. All security deposits are in the amount of \_\_\_\_\_ and must be paid on or before \_\_\_\_\_, 20\_\_\_. Security deposit will be forfeited if lessee fails to occupy leased premises.

**Deposits Received: (noted on page 1)**

**RENT**

9.02. If at any time during the term hereof "LESSEE" shall be in default on the payment of rent herein reserved or any portion hereof, or of any other sums expressly constituting rent hereunder, "LESSOR" may appropriate and apply any portion of the security deposit as may be necessary to the payment of the overdue rent or other sums expressly constituting rent hereunder.

**REPAIRS**

9.03. If at any time during the term hereof "LESSEE" should fail to repair any damage to the premises that he is required to repair pursuant to the terms hereof, "LESSOR" may appropriate and apply any portion of the security deposit as may be reasonably necessary to make such repairs.

**CLEANING**

9.04. If on termination of this tenancy for any reason, "LESSEE" does not leave the Leased Premises in reasonable clean condition, then "LESSOR" may appropriate and apply any portion of the security deposit as may be reasonably necessary to put the premises in such clean condition.

**CUSTODAY OF DEPOSIT**

9.05. "LESSOR" agrees to hold such deposit for "LESSEE", free from the claim of any creditor of "LESSOR".

**TRANSFER OF DEPOSIT**

9.06. Should "LESSOR" transfer his interest under this Lease in any manner, he or his agent shall do one of the following acts, either of which will relieve him of further liability with respect to such deposit:

(a). Transfer the portion of such deposit remaining after any lawful deduction, as above, to his successor in interest, and thereafter notify "LESSEE" by registered mail of such transfer, and of the transferee's name and address. On receipt of such remaining deposit, the successor in interest of "LESSOR" shall have all the rights and obligations of "LESSOR" with respect to such deposit; or

(b). Return to "LESSEE" the portion of such deposit remaining after any lawful deductions have been made.

**RETURN OF DEPOSIT**

9.07. The security deposit or any balance thereof shall be returned without interest after the "LESSEE" has vacated and left the premises in the acceptable condition (following a personal inspection by "LESSOR") and surrendered all keys. If "LESSOR" determines that any loss, damage or injuries chargeable to the "LESSEE" hereunder exceeds the security deposit, the "LESSOR", at his option can, may retain the said sum as liquidated damages or may apply the same against any actual loss, damage or injury and the balance thereof will be the responsibility of "LESSEE". "LESSOR'S" determination of the amount, if any, to be returned to the "LESSEE" shall be final. It is further understood and agreed that the security deposit is not to be considered as the last rental payment under the Lease. Deposit to be returned 90 days after unit is vacated. A copy of all paid final utility bills must be Mailed to the landlord at Jag Housing, 150 West 2<sup>nd</sup> Street, Mt Carmel, PA 17851. A list of all tenants addresses and amount of Security Deposit given must also accompany the paid bills.

**Article X NOTICES**

10.01. All notices provided to be given under this Lease shall be given by certified mail or registered mail, addressed to the proper party, at the following address:

"LESSOR" - Joe Gushen  
150 Second Street  
Mt. Carmel, PA 17851

"LESSEE" HOME ADDRESS AS PROVIDED ON FRONT COVER OF LEASE

**ONLY If Different Please list Below:**

Lessee Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

Lessee Name: \_\_\_\_\_, of \_\_\_\_\_ Cell: \_\_\_\_\_  
Home: \_\_\_\_\_  
Address: \_\_\_\_\_ zip

**PARTIES BOUND**

10.02. This Lease shall be binding upon and insure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns when permitted by this Lease.

**PENNSYLVANIA LAW TO APPLY**

10.03. This Lease shall be construed under and in accordance with the laws of the Commonwealth of Pennsylvania, and all obligations of the parties created hereunder are performable in Columbia County, Pennsylvania.

**LEGAL CONSTRUCTION**

10.04. In case any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Lease shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**SOLE AGREEMENT OF THE PARTIES**

10.05. This Lease constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respective of the within subject matter.

**AMENDMENT**

10.06. No amendment, modification, or alteration of the terms hereof shall be binding unless the same shall be in writing, dated subsequent to the date hereof, and duly executed by the parties hereto.

**RIGHTS AND REMEDIES CUMULATIVE**

10.07. The rights and remedies provided by this Lease are cumulative and the use of any one right of remedy by either party shall not preclude or waive its rights to use any or all other remedies. Said rights and remedies are given in addition to any other rights the parties have by law, statute, ordinance, or otherwise.

**WAIVER OF DEFAULT**

10.08. No waiver by the parties hereto of any default or breach of any term, condition, or covenant of this Lease shall be deemed to be a waiver of any other breach of the same or any other term, condition or covenant contained herein.

**ATTORNEYS' FEES**

10.09. In the event "LESSOR" or "LESSEE" breaches any of the terms of this Lease whereby the party not in default employs attorneys to protect or enforce its rights hereunder and prevails, then the defaulting party agrees to pay the reasonable attorneys' fees so incurred by such other party.

MISCELLANEOUS

- 10.10. NO PETS are to be kept in or on said premises. No visiting or babysitting of pets.**
- 10.11. The term “LESSEE” used herein shall refer collectively to all persons named above in signing this Lease as “LESSEE”, and the liability of each such person shall be joint and several. Notice given by “LESSOR” to any person named as “LESSEE”, or by any such person to “LESSOR”, shall bind all persons signing this Lease as “LESSEE”.
- 10.12. No parties may be held in or on said premises without permission of “LESSOR”.**
- 10.13. No nails, tacks, tape, etc. shall be permitted on any walls, doors, and/or ceilings without the express written consent of “LESSOR”.
- 10.14. If a “LESSEE” leaves the premises before the Lease expires, the security deposit paid by “LESSEE” will not be returned until the Lease terminates or until a new “LESSEE” replaces the one leaving and pays their portion of the security deposit at which time, the security deposit will be given to the “LESSEE” leaving.
- 10.15. The “LESSOR” provides fire extinguishers and if during the occupancy of said premises any of the fire extinguishers are discharged except for need or stolen and it becomes necessary for the “LESSOR” to have the fire extinguishers refilled, recharged and/or replaced, the “LESSEE” shall be charged with the cost of recharging the fire extinguishers. It shall be the responsibility of the “LESSEE” to notify the “LESSOR” of any fire extinguisher that needs refilling, recharged and/or replaced.
- 10.16. At all times after the execution of this Lease, “LESSEE” will take out and keep in force, at their own expense, all-risk casualty insurance covering all the “LESSEE’S” personal property on the premises and all lease-hold improvements in the premises by “LESSEE”.
- 10.17. Upon the termination of said Lease or vacating said apartment the “LESSEE” has the following responsibilities:
- (a) Moving all furniture to vacuum all carpeting (shampoo, if necessary), this means behind and under all furniture, if furnished apartment.
  - (b) Dust all drawers and heaters and polish all furniture, if furnished
  - (c) Clean all closets
  - (d) Remove all garbage and unwanted items.
  - (e) Kitchen: Cupboards cleaned inside and out; refrigerator to be defrosted and cleaned throughout; stove cleaned thoroughly, including oven and burner pans.
  - (f) Bathroom: Tub, sink (liquid cleaners or Spic & Span only), shower doors, vanity, medicine cabinet, toilet bowl and tank.

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(g) Lightbulbs: All lightbulbs that are burned out must be replaced. If you can not get to it or replace it, please call the "LESSOR" and we will come to the apartment and replace it for you. Charges for bulbs not replaced will be Four Dollars (\$4.00) each.

10.18. Sanitary napkins of any brand or size are absolutely forbidden in toilet receptacles. If it is necessary to obtain the services of a plumber or other mechanic because of sanitary napkins, the cost will be passed on to the "LESSEE".

10.19. Do not clean sinks, tubs or linoleum floors with abrasives since they damage the finish. The linoleum's are no-wax floors and abrasives will damage them.

10.20. No bicycles are to be kept in the apartment or any hallway leading to any apartments.

10.21. Any "LESSEE" shall use no halogen lights in said apartment. Halogen lights are forbidden to be used.

10.22. Any "LESSEE" shall use no Candles of any kind in said apartment. Candles are forbidden to be used.

10.23. Maintenance of smoke alarms is the sole responsibility of "LESSEE" overall condition as well as batteries.

**ARTICLE XI**

**SUBORDINATION AND NON-DISTURBANCE**

11.01. This Lease is and shall be subject and subordinate to any and all permanent or building loan mortgages covering the fee of the Leased Premises now existing or hereafter made by "LESSOR" and to all advances made or to be made thereon and to all renewals, modifications, consolations, replacements or extensions thereof, and the lien of any such mortgage or mortgages shall be superior to all rights hereby or hereunder vested in "LESSEE" to the full extent of the principle sums secured thereby and interest thereon. Notwithstanding the aforesaid subordination, in the even of the foreclosure of any such mortgage, (a) this Lease shall not terminate and (b) the peaceful possession of "LESSEE" shall not be disturbed, provided that "LESSEE" is not in default under any of the terms and conditions of this Lease. "LESSEE" agrees to attorn to and to recognize the mortgagee or the purchaser at foreclosure sale as "LESSEE'S" "LESSOR" for the balance of the term of this Lease. "LESSEE" hereby agrees, however, that such mortgage or the purchaser at foreclosure sale shall not be (i) liable for any act or omission of "LESSOR", (ii) subject to any offsets or defenses which "LESSEE" may have against "LESSOR", (iii) bound by any rent or additional rent which "LESSEE" may have paid to "LESSOR" for more than the current month or (iv) bound by any amendment or modification of the Lease make without its' consent. The aforesaid subordination, nondisturbance and attainment provisions shall be self-operate; however, "LESSEE" agrees to promptly execute any other agreements submitted by "LESSOR" in confirmation or acknowledgement of same.

ARTICLE XII

PARENTS

12.01. It is agreed between "LESSOR" and "LESSEE" that the parents of all "LESSEES" set fourth below in this Lease Agreement, or to be added subsequently by the permission of the "LESSOR", shall also sign the Lease Agreement and guaranty the terms and conditions of this Lease Agreement as pertains to their son or daughter. It is further agreed that the signatures of both parents shall be obtained, if both are living and if the parents are divorced, the parent primarily responsible for the "LESSEE" shall sign as Guarantor under this Lease Agreement. It is further agreed that if said parent has remarried and is the parent primarily responsible for the education of said "LESSEE", that his or her spouse must also join in this Lease Agreement.

It is further agreed between the parties hereto that the parents, by signing this Lease Agreement, guarantee to said "LESSOR" the faithful compliance of the terms of this Lease Agreement and that any and all actions which could be instituted against the "LESSEES" could also be instituted against the parents, individually, jointly and severally to enforce the terms of said Lease Agreement.

**IN WITNESS WHEREOF**, the undersigned "LESSOR" and "LESSEE" hereto execute this Lease as of the day and year first above written.

"LESSEES"

"LESSOR"

X \_\_\_\_\_

\_\_\_\_\_  
Joe Gushen

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_



JAG HOUSING  
150 West 2<sup>nd</sup> Street  
Mt. Carmel, Pa 17851  
Phone: 570-339-5029 Cell: 570-205-2953  
Email: jaghousing@yaho.com

## **Lease Instructions:**

Page 1: Fill out each tenants name and Home address as well as zip code &Cell #  
Page 11: Each tenant is to sign on the lines marked X  
Page 12: PARENTAL GUARENTEE. This is the page that is needed to be signed by your parent with their name Address and phone number.

For any correspondence, please include you name Building address and Apartment # you are in. **When paying rent and or deposits always put the address of your apartment in the memo.** We have several buildings and over one hundred tenants, this reduces the guess work. Also if you get my answering machine always leave a brief message of what you need, apartment # and most important your phone number.

Make sure you keep in contact with your roommates for next fall. If one person drops out your will need time to replace them.

**Separate town addendum:** This needs to be signed by tenants only, This form is very important, It is required to be submitted to the town before they will issue a permit for occupancy. Addendum will be signed at lease signing.

All leases are due back **before Christmas.** Once every one signs it start priority mailing it to your parents. Although you have a deposit on the apartment, it is not secured until the completed lease, singed by your parents, is returned.

**Make copies:** Please make as many copies of the lease before you return it to me. If you just want a copy for yourself or need it for your grants **MAKE A COPY WHILE YOU HAVE IT. I do not own a copier and if every one requested a copy of their lease I would be copying over a thousand pages.**

Simple rules you my want to be aware of are on page 9 and 10.

Any Questions please feel free to call, your parents may call as well.

Thanks,  
Joe

L 1-2-6-11