



HARVEY GOODMAN REALTOR PROPERTY MANAGEMENT

TENANT MANUAL



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HGR MGMT. WELCOMES YOU

Harvey Goodman Realtor Property Management welcomes you as a new tenant. HGR Mgmt. is an abbreviation used in lieu of the full company name, Harvey Goodman Realtor Property Management and is used throughout this Handbook.

To achieve a successful tenant/management relationship, we prepared the HGR Mgmt. Tenant Handbook to assist you with your tenancy. We recommend that you keep it in a convenient location so that you can refer to it easily.

You will find maintenance guidelines, rental payment instructions, general information, safety tips, vacation guidelines, emergency instructions, holiday tips, and more.

We have also included forms for you to use when necessary. HGR Mgmt. wants you to be prepared throughout your tenancy. Therefore, we want to provide important information and documents that you may need in the future.

The owner of the property has retained Harvey Goodman Realtor Property Management (HGR Mgmt.) as their Property Management Company and representative to manage the property you are renting. Therefore, you need to contact HGR Mgmt. when you need assistance and we have listed how on pages 4, 5, and 6.

If you have questions or concerns on any of the information contained in this documentation, contact our office at any time. HGR Mgmt. is here to help you.

Office Hours: Monday - Friday, 9AM to 5PM; Saturday, 9AM to 1PM
Our realtors are available after hours by appointment.

We wish you a successful and enjoyable tenancy in your new property.

HGR MGMT. PERSONNEL

We have a complete staff to assist you. HGR Mgmt. has found "Management Teams" effective for assisting tenants during their tenancy. You should know your team at this time, but if you need more information, contact us for more information.

- **Management Team:** HGR Mgmt. has assigned a management team to your account, consisting of a Property Manager and Assistant Property Manager. They concentrate on assisting you with all the details of your tenancy. Contact them to answer your questions.
- **Office Team:** HGR Mgmt. requests that you contact the Property Management Team regarding questions concerning Tenant Issues However, the Harvey Goodman Realtor office is available to assist you with basic information if your Management Team is not available.
- **Sales Team:** HGR also has a sales team that can assist you with Real Estate sales, buying or selling. The sales team is experienced and licensed Real Estate agents.
 - Harvey Goodman Realtor has been voted Best Real Estate Company in the Ohio Valley every year since 2001. *

Why We're #1 - Providing Professional Real Estate Services to the Ohio Valley Since 1957

Residential Sales and Leasing
Commercial Sales and Leasing
Land Sales and Leasing
Construction Services
Foreclosure Property Purchases
New Property Construction
Remodeling
Development

Harvey Goodman Realtor offers more agents, more office locations, more listings, more sales and more experience than any other Ohio Valley real estate company. ClickHarvey.com to view propertys, take a virtual tour, find an open house & to make an appointment that fits your schedule.

We maintain our success by continuing to offer exceptional customer service. We're still The Ohio Valley's "House Sold" Name since 1957.

* By the Times-Leader readers' poll

Office Hours: Monday - Friday, 9AM to 7PM; Saturday, 9AM to 1PM
Our realtors are available after hours by appointment.

TENANT COMMUNICATION

On the next page, we have provided general office information, and we have just covered the HGR Mgmt. teams on the previous page. Communication makes a difference in any area of life, and it can only enhance your tenancy by letting HGR Mgmt. know what you need.

Use the telephone, email, the HGR Mgmt. website email access, or written correspondence to contact us. What is important is that you DO contact us when you need assistance. Remember HGR Mgmt. is here to help you

Telephone calls during office hours

During office hours, listed on page 4, there is normally a live person to answer your call. Please state the reason for your call, so that someone can assist you, or direct your call to the right party. Your management team may not be available or in the office, and one of the office team members may be able to help you with your request.

Voicemail

If, during the day you reach our voice mail system, use the extension number for the party you are trying to reach, and if they are not available, leave a message, complete with your name and the telephone numbers where HGR Mgmt. can reach you, both day and evening. Someone will return your call. The benefit of a voice mail system is the ability to leave a message twenty-four hours a day, seven days a week.

After hours' calls

Of course, the voice mail system will take all messages after hours 740-695-3131

Emergency calls

During normal office hours, immediately state if you have an emergency. If you reach the HGR Mgmt. voice mail system during office hours, or after the office is closed, immediately choose the emergency option. 740-695-3131

Maintenance requests

Please remember that all Work Orders must be in writing, unless it is an emergency. This is in your rental agreement. You can access a work order online at the HGR Mgmt. website <http://www.harveyrentals.com/current-residents/> at the HGR Mgmt. office, and in this tenant handbook.

Change of information

It is important that you notify HGR Mgmt. of any changes in telephone, fax, cell numbers, or email info@harveyrentals.com. An information change form is located in this handbook as well.

Email

Email is a great way to communicate and we request that you send your email address to info@harveyrentals.com. HGR Mgmt. will put your email address in our database. This enables your management team to contact you quickly and efficiently, and when needed, send you important information.

Please note that although communication by email is encouraged, HGR Mgmt. does not accept notices to vacate by email. HGR Mgmt. requires the Notice to Vacate in writing, and this form is included in the back of the *HGR Mgmt. Tenant Handbook*.

Website

The HGR Mgmt. website, www.harveyrentals.com contains important information for tenants. Visit it regularly to use the Tenant services. There, you can easily submit a work order request.

GENERAL OFFICE INFORMATION

Address information		
Mailing Address	250 West Main Stret	
	St. Claisville, OH 43950	
Street Address	same	
Telephone		
Office	740-954-0602	
Internet		
Email	info@harveyrentals.com	
Website	www.harveyrentals.com	
Office Hours		
	Monday – Friday AM	9 - 12
	Monday – Friday PM	1 - 5
	Saturday	By appointment only
	Sunday	Closed
	Holidays	Closed

Emergency information

Call **740-695-3131** choose emergency option,

PROTECT YOUR RENTAL AND CREDIT HISTORY

Some day you will eventually move out of the property. It is important that during your tenancy, you care for your rental history and credit. Most likely, you will either rent again or purchase a property. In either case, you will need good rental references and a good credit report. Avoid late rent payments, care for the property, and move out properly. Give HGR Mgmt. the pleasure of being able to provide a good reference for you when you vacate the property.

Rental/lease agreement

You received a copy of your rental/lease agreement, including maintenance instructions, move in checklist, and any other necessary documentation. We recommend that you keep this paperwork with this Handbook for easy reference. Please always remember a rental/lease agreement is a binding agreement. If you have any questions regarding your lease, please call your HGR Mgmt. management team. 740-695-3131

Moving Checklist

There is a great checklist in this package for when you are moving. You will find the Moving Checklist in the back of this handbook.

Utility/Cable Companies

When you rented the property, HGR Mgmt. cancels the utilities, in the owner's name, on the 1st day of your rental agreement unless they are specifically stated as included on your lease. To avoid discontinuation of service, contact the utility companies immediately. The move in checklist contains the telephone numbers of the utility services.

Rental payments

Rent is due on the first of each month and late if not received by the fifth. If you know that you will have a delay or problem paying by the due date, contact your management team immediately. Lack of communication can affect your payment record.

HGR Mgmt. receives rental payments by:

- US mail
- In the HGR Mgmt. office
- By using ACH (Automated Clearing House) via the Tenant Portal - this automatically takes your rental payment directly from your bank and deposits it into the HGR Mgmt. bank, saving you time.
- By credit card via the tenant portal

HGR Mgmt. does NOT accept rental payments in:

- Rolled coin
- Post-dated checks

Fees/charges

If you fail to pay rent on time and in full, you could incur the following charges:

- Late fee – the HGR Mgmt. late fee is 5% of the rentals if rent is not received by the fifth of the month.
- Service fee – the HGR Mgmt. service fee is 150, if a notice to pay or quit is served because your rent is not received in a timely manner.
- Maintenance charge – HGR Mgmt. will bill you if you have made an appointment with a vendor but failed to meet them at the scheduled time. If HGR Mgmt. receives a service call billing, you are responsible for reimbursement.

Maintenance reimbursement

Generally, HGR Mgmt. assigns a vendor to perform work you request in your property. However, if you have contacted HGR Mgmt. and they have given you **explicit permission** to repair a minor maintenance item and HGR Mgmt. has agreed to reimburse you:

- Pay the bill and send the receipt to HGR Mgmt. HGR Mgmt. will reimburse the amount due to you.
- Do NOT deduct the amount from your rent.

CARE OF THE PROPERTY

Getting to know your property

When you move into a property, it is helpful to know where important items are located. Take the time to know or locate the:

- Main circuit breaker in the event power goes out
- Gas shut off valve – turn off during emergencies/disasters for safety
- GFI plug(s) – so you can check them if your plugs or appliances in the bathroom, kitchen, patio or garage fail to work
- Electric and/or gas meters to check your utility bills
- The main water shutoff valve in case of major flooding
- Water shutoff valves below the sinks and behind toilets in case of water leaks
- Method of cleaning for the oven so you use the right products
- Time bake knobs on the oven – in the event the oven will not work, these may be on

If you are uncertain about any of the above items, contact your HGR Mgmt. management team for help.

MAINTENANCE

When you rented the property, your lease contained detailed maintenance instructions. Please review them before requesting a work order. HGR Mgmt. has more tips in this handbook.

Tenant Renovations/Alterations

It is the HGR Mgmt. policy that tenants do not do repairs or alterations unless specifically stated in the lease agreement. You agreed to this in the HGR Mgmt. rental agreement/lease. If you do want to make a special request for renovation or repair to the property:

- Submit your request in writing before making any changes
- Do not proceed with any work until you are notified by HGR Mgmt.
- HGR Mgmt. will consult the owners to see if the request is acceptable to them
- If the request is acceptable to the owner, tenants must do one of the following prior to vacating the property:
 - Leave the alterations if this is part of the owner's condition to accept the alteration/repair
 - Return the property to its original state if this is part of the owner's condition to accept the alteration/repair and pay for any necessary repairs to restore the alteration/repair to its original state
 - Sign an HGR Mgmt. agreement regarding the alteration/repair

Tenant Maintenance responsibilities

The property owner has a duty to maintain your property to uniform codes of safety for landlord/tenant law. Therefore, HGR Mgmt. has provided you with Work Order Requests when there are legitimate repairs. We want you to report maintenance items.

However, there are items that are the tenant's responsibility **IN CERTAIN LEASES** and we have listed them again (please refer to the 5-page maintenance addendum for more details on the list below): Please refer to your personal lease agreement if you have questions.

- Replacing smoke alarm batteries
- Replacing light bulbs with the correct size
- Replacing furnace filters, if applicable, every 6 months, and every month if there is smoking in the property
- Reporting non-functioning smoke alarms immediately if batteries do not solve the problem
- Reporting all necessary repairs
- Professional steam cleaning and spot cleaning of carpets while residing in the property
- Normal insect control
- Normal rodent control, such as mice
- Landscape cleanup if a service is not provided
- Reporting lack of landscape cleanup if a service IS provided in your rental agreement
- Landscape watering unless there is a property owner's association
- Disposal of all garbage in the proper receptacles and using the weekly pick up service
- Disposal of animal feces on the property even if you do not have a pet
- If the property has a fireplace, use caution and care when operating the fireplace and disposing of ashes or coals. Do not dispose of coals in the fireplace until they have cooled outside for a week.
- Check to see if damper is open before starting a fire in the fireplace.
- Disposing of toxic waste properly in accordance with local and county laws

Procedures for requesting maintenance

Before calling HGR Mgmt.

1. Determine if there is a true emergency or a non-emergency.
2. Check to see if you can determine the cause of the problem that you are experiencing, unless you have an emergency. Read examples of various problems in your maintenance addendum.
3. Review your personal lease to determine if it is something that needs to be fixed by tenant or landlord.

If there is an emergency

There are few emergencies. An emergency is a life-threatening situation such as a fire, flood and/or uncontrollable water, electrical problem, smell of gas, etc.:

- Emergencies causing immediate danger such as fire, call 911
- Emergencies involving gas call the gas company and if necessary, 911

- Emergencies involving IMMEDIATE electrical danger, call the utility service or 911,
- After contacting one of the above sources, then call the HGR Mgmt. office and report the problem.
- Emergencies such as backed up plumbing, flooding, call the HGR Mgmt., **740-695-3131**, and listen for emergency instructions and if necessary, call 911.

Non-emergencies:

- Fill out a tenant “work order” request form online <http://www.harveyrentals.com/current-residents/> or on the work order paper.
- Work orders are available in this handbook, on the HGR Mgmt. website, and in the HGR Mgmt. office.
- A HGR Mgmt. representative will assign a vendor to make the necessary repair.
- Please make sure to note on your work order if you wish to be present while someone works in your home or if that may enter during regular working hours’ w/o giving you notice.
- If the issue has not been fixed or you do not hear from a repairperson within 5 – 7 business days, call the HGR Mgmt. office and inform your management team or a staff person that a vendor has not contacted you.
- After a repair has taken place, if you have trouble, call HGR Mgmt. and state you had a recent repair but there is still a problem.
- **Recent repair** means within the last 60 days and pest control work means **within 30 days**.
- If you fail to report an unsolved recent repair, and there is further damage or expense, you may be responsible for the cost, per your rental agreement.

Preventative cleaning tips

Cleaning tips were included in the maintenance addendum with your rental/lease agreement. Here are more tips:

Cleaning is easier when you use a “preventative approach.”

- Always put away food and wipe up food debris.
- Clean pet bowls regularly to avoid attracting ants and other insects.
- Do not allow grease to build up in kitchens; use a sponge and soapy water regularly on counter tops, stovetops, and hood filters.
- Avoid cooking with very high heat. This will add to more grease build-up and cause damage to appliances. It can also be dangerous.
- Avoid mildew by venting rooms and bathrooms properly, particularly after baths and showers.
- Clean bathroom tile or other surfaces regularly to prevent the buildup of grime.
- Clean toilets regularly to avoid buildup of grime, rings, and mildew.
- Mop tile, wood, and linoleum to avoid “dust bunnies” and the buildup of grime.
- Do not use wax on linoleum or tile.
- Do not use “cleaning products” on tile
- Vacuum all flooring regularly, particularly carpets. This will save in carpet cleaning bills.
- Regularly pick up debris and pet feces in outside areas.

Additional cleaning tips

It is not always necessary to purchase expensive cleaning products. Vinegar, baking soda, ammonia, and salt are some inexpensive cleaning products with many uses. They also are helpful for people who have allergies to cleaning products. They can be better for the environment than commercial products.

- Air freshener:
 - Place a bowl of vinegar in the kitchen or bathroom to absorb odors
- Drains
 - For a great once-a-month drain cleaner, pour 1/2 cup baking soda into the drain, follow with 1/2 cup white vinegar -- it will foam. Cover and let sit 30 minutes and then flush with cool water.
 - For stubborn, slow-running drains, pour 1-cup baking soda and 1-cup salt down the drain. Follow this with 2 quarts boiling water. Let sit 30 minutes, and then flush with cool water.
- Tile countertops:
 - To clean ceramic tile, where mold and mildew accumulate, use a combination of 1/4 cup baking soda, 1/2 cup white vinegar, 1-gallon warm water, and 1-cup ammonia.
 - Alternatively, regularly clean kitchen surfaces by using a spray bottle mixed with ½-cup vinegar and a quart of water.
- Glass cleaner:
 - When glass-cleaning products leave residue on bathroom mirrors, mix 3 tablespoons of vinegar with a quart of water in a clean plastic spray bottle.
 - Spray glass and wipe with a clean paper towel.
- Dishwasher:
 - Empty the dishwasher, pour in a ¼ cup of vinegar, and run the dishwasher again.
 - Even if you prefer not to use the dishwasher, run at least once a week to keep seals from becoming hard and cracked.
- Refrigerators
 - Clean regularly and place a cup of baking soda in a bowl on a refrigerator shelf to absorb odors.
 - A cup of dry unused coffee grinds can also absorb odors when placed on a refrigerator shelf.
- Washing machine:
 - A half cup of baking soda can be added to the washing machine with regular detergent to help with mild odors.
- Toilets:
 - Remove waterline marks in the toilet bowl by pouring in 2 cups of white vinegar. Let soak overnight, then flush to rinse. If this does not work, rub the waterline mark with a wet pumice stone.
- Carpet stains:
 - Vacuum the carpet if the stain is dry.
 - If the stain is still wet, blot gently to remove excess – blot, do NOT rub.
 - Lightly soak the carpet stain with clean water first to remove the stain – blot, do NOT rub.

- If the stain remains, mix a 3 Tablespoons of vinegar with a quart of water in a spray bottle and spray the stain; blot again; do NOT rub.
- If this fails, consult a professional carpet cleaner immediately; the longer you wait may mean the stain may not come out.
- Carpet odor:
 - Regular vacuuming cures most carpet odors, but if carpet odors persist, lightly sprinkle the carpet with baking soda and vacuum thoroughly, removing all baking soda from carpet. Repeat if necessary.

Energy saving tips

Saving water is important for the environment and can mean a lower utility bill for your property as well:

- Always report water leaks to HGR Mgmt. as soon as possible.
 - Report water dripping under sinks
 - Running toilets are big water wasters
 - Report malfunctioning sprinklers
 - Report standing pools of water
 - Report malfunctioning water appliances such as dishwashers and washing machines that come with the property
- Run the dishwasher when it is fully loaded.
- Replace your old washing machine with an energy efficient one – you could save the cost of the machine in water and energy bills.
- Check water hoses on washing machines for leaks; change hoses every three years.
- Adjust the water level to match the load, using less water for small loads.
- Avoid using flushing toilets to dispose of ordinary trash.
- Take shorter showers.
- Avoid letting the water continually run while shaving, brushing your teeth, or washing your face
- Be sure your water heater temperature is set properly. Note: do not turn the water heater up to “hi,” this is a dangerous temperature level.
- Counsel all children on how to prevent wasting water.
- Do not “over water” landscaping; it is not healthy for plants and simply wastes water.

To lower air-conditioning bills:

- During warm or hot months, close the windows and doors to your property early in the day to “keep cool air in,” particularly when the air-conditioner is running.
- Close window coverings on the sunny side of the house during different times of the day; this can lower the temperature dramatically.
- Replace the air filter often and with the right size, at a minimum of every three months, monthly if you smoke. A clean filter helps the air-conditioner to run more efficiently.
- When leaving your property, turn the air-conditioner up a few degrees, a closed house without activity normally stays cooler. This is particularly important when going on vacation.
- There is no reason to keep the property in a frigid state while you are gone, but do not turn the air off on very hot days – it will only take longer and more energy to cool down.

To lower heating bills:

- During the cooler months, keep all windows and doors tightly closed.
- Report any major drafts to the HGR Mgmt. office.
- Use a “reasonable” level of heat in the property. Sometimes, turning down the heat just a few degrees can reduce an energy bill.
- Turn the heat down during the night and use warm covers and comforters.
- When leaving property, turn down the temperature on the thermostat.
- Do not turn the heat completely off. It will take more heat for a cold house than it will save. In addition, this could cause pipes to freeze, which will cause more problems.
- If there is a fireplace, close the damper if you are not using it, but please be sure to open the fireplace if you do start a fire.
- Replace the furnace filter often, at a minimum of every three months. A clean filter helps the furnace to run more efficiently.

Renters insurance

Property owners generally carry a standard fire and liability policy, and have additional coverage with “landlord/rental” insurance, but they normally cannot cover the contents or possessions of the tenant. The reason that insurance companies do not provide this type of coverage is because they are “non-owner” occupied properties. Therefore, it is very important for you to have adequate insurance coverage for your contents.

If you think it is not important, sit down and write out a list of your possessions in one column. In a second column, list how much it would cost to “replace” them. You will be surprised how the list can really add up.

Contact an insurance agent if you do not have renter’s insurance. You can find them in the telephone directory, search the Internet, or ask a friend. The Internet can also provide both information and comparison-shopping. **To avoid a loss, acquire renter’s insurance now.**

Safety Tips

The safety of you and your family is important to HGR Mgmt. and many things can affect it. Here are some tips to follow:

- Unplug all heat-producing appliances like toasters, irons, and coffee makers when they are not in use to prevent fire hazards.
- Never leave a stove or oven unattended; turn off all stove and oven appliances when you leave the house.
- Never leave heating pads and electric blankets on indefinitely and turn them off when you leave the property to prevent fire hazards.
- Never leave water running unattended in a plugged bathtub or when leaving the property.
- If you have an upstairs bathroom and you see water in the ceiling below, particularly in a light fixture, report the leak immediately to HGR Mgmt.
- Do not operate electrical appliances while standing or sitting in water.
- Avoid using blow dryers, curling irons, radios, TVs, or other appliances while in a bathtub or over a sink filled with water.
- If you have small children, use child protector plugs when you are not using outlets
- Do not overload extension cords with too many appliances.
- Place lamps on level surfaces and use the correct wattage.
- Avoid running extension cords over walkways, under rugs, or any other place that could cause tripping.
- If you suspect an electrical problem, report it to HGR Mgmt. immediately.
- Do not remove smoke alarms, particularly if they are beeping. Smoke alarms are for safety and removing them can endanger all tenants and guests. Change the batteries if needed.
- Do not allow children to leave toys on walkways and sidewalks.
- Replace outside light bulbs so you can utilize lights properly when it is dark.
- Report any exposed tree roots to the HGR Mgmt. office
- Keep a portable fire extinguisher in the kitchen and the garage; they are available in hardware supply stores.
- If you use a grill or BBQ, use common sense, never leave grills unattended.
- If you have a fireplace, be sure to store hot ashes and coals away from the property. Do not place ashes in garbage receptacles unless certain they are cold.
- Do not store fireplace wood against the property.
- Always be certain the damper is open before starting a fire in the fireplace.
- Do not build “roaring” fires in the fireplace; build reasonable fires suited to the size of the fireplace.

Vacation checklist

When going on vacation, here are items to check before leaving:

- If going out of town for an extended period, please notify HGR Mgmt. how long you will be gone, and supply an emergency telephone number. Then should any problems arise concerning your property, there is someone to contact.
- Check your rent payment to ensure it will not become delinquent. It would be a sad thing to come property to a late notice and charges.

- Notify all necessary parties such as your next-door neighbors, the paper delivery person, the post office, or any related service people. By doing so, you will avoid any panic that something is wrong.
- Select someone to pick up items on your doorstep to avoid giving signals to dishonest people.
- If leaving a vehicle in the driveway, remove any valuables and garage door openers that can be stolen, giving access to your property.
- Put garbage cans away or arrange for someone to take care of it.
- Place valuables and jewelry in a safe deposit box.
- Avoid leaving a message on your answering device telling people you are out of town and for how long.
- Set timers on interior lights, to deter burglars.
- Be sure to check all windows, window locks, and doors before leaving.
- If you have an alarm, be sure to set it.
- Turn off the water valve to your washing machine.
- Turn off all appliances, large and small, such as stove burners, coffee pots, irons, curling irons, etc.
- Unplug TVs and computers in the event of lightning or power surges.
- Turn your water heater to low or “vacation” setting, but do not turn the water heater off.
- Anything else living in your house besides you, such as plants or pets? Then be sure to water plants and have someone take care of your animals. Do not leave pets in the property unless a reliable person is going to care for them daily.

Holiday tips

Everyone enjoys the different holidays, but it is important to exercise care during the celebrations and remove decorations when each season is over.

- Hang lights and decorations properly and carefully.
- Before hanging, check for bad plugs and loose wires. If you find defects, dispose of the lights.
- Only use lights and decorations during holiday seasons; remove them immediately when the season ends.
- Dispose of holiday trees properly; never burn them in a fireplace.
- If you use extension cords, do not overload, do not staple them to the property, and if outside, use only cords approved for outside use.
- Never leave holiday lights on when leaving your property to avoid fire danger.
- For fireworks celebrations:
 - Do not use illegal, dangerous, or explosive devices.
 - Only buy legal fireworks and check where you can use them.
 - Use common sense safety rules with fireworks.
 - Do not use fireworks in or around your property.
 - Keep all fireworks away from any dry grass, trees, or roofs.
 - Attend a fireworks celebration instead of buying them and enjoy the fun without the responsibility.

Emergency/disasters

Unfortunately, emergencies and disasters happen all around the world. The best solution is to be prepared. In the back of this Handbook, you will find a convenient Emergency/Disaster Checklist that has items to do before and during an emergency/disaster.

There are different emergencies

- Maintenance emergencies:
 - HGR Mgmt. outlined in the 5-page maintenance addendum that you signed during your move in what to do for emergencies such as flooding, electrical, gas, etc.
 - We have also reviewed them on page 11 of this handbook.
 - Please follow the maintenance instructions and call HGR Mgmt. when appropriate.
 - HGR Mgmt. requests that you treat the HGR Mgmt. staff courteously while under stress of the situation – we will do everything we can to help you as soon as possible.
- Area emergencies or disasters:
 - Be prepared and use the HGR Mgmt. Emergency/Disaster checklist enclosed with this information.
 - When major emergencies or disasters such as a hurricane, tornado, earthquake, or some other force of nature occur, everyone experiences great inconvenience and difficulty. Remember this and be considerate of others and the degrees of different problems.
 - HGR Mgmt. requests that you call emergency services first in a disaster.
 - Then notify the HGR Mgmt. office as soon as possible what has happened.
 - HGR Mgmt. will assign priorities to work and during an area emergency/disaster, will work to assist you as much as possible
 - When calling the HGR Mgmt. office, we ask you to be patient and calmly state what problems you are experiencing. We will handle the problems as quickly as possible.

FREQUENTLY ASKED QUESTIONS

HGR Mgmt. has put together a list of the most frequently asked tenant questions that may answer many of your concerns in advance.

*Why did I receive a notice when I paid the rent on the **6th** of the month?*

- As outlined in this Handbook before, the rent is due on the **5th** and late if not received by the **6th** of the month. Once the **5th** of the month passes, we begin preparing Notices to Pay or Quit. Obviously, we served the notice before we received payment. HGR Mgmt. serves Notices based on state landlord/tenant law requirements and their obligations to the owner of the property.

Why can I not clean the carpet myself?

- We require professional steam carpet cleaning to preserve the life of the carpet. Property machines do not handle the deep cleaning necessary.

Can I install extra telephone lines?

- You can install extra telephone lines if you pay the expense and disconnect them when you leave. However, you must notify HGR Mgmt. and obtain written permission to install the lines.

Can I have a satellite dish?

- Yes, you can have a satellite dish. However, you must submit a request to HGR Mgmt. and sign an agreement prior to installing the dish. You also must take responsibility for removing the dish and repairing any damage. Call your HGR Mgmt. management team for details.

I did not have a pet when I moved in; can I have a pet now?

- Notify your HGR Mgmt. management team of your request for a pet. Do not move a pet into the property without permission. The Property Manager will contact the owner and submit your request. If the owner does allow a pet, an increased security deposit will be required and a pet agreement signed. If the owner says no, abide by the decision and your rental agreement.

What happens if my pet dies or runs away, can I have my increased security deposit back?

- No, all security deposits remain in effect until all tenants vacate the property. Until a property is completely vacant, there is no way to check the entire property thoroughly.

What happens if I want another pet?

- Notify your HGR Mgmt. management team what pet you want. The Property Manager will contact the owner and submit your request. If the owner does allow a pet, an increased security deposit will be required and a pet agreement signed.

My roommate wants to move, but I want to stay. What do I do now?

- Your roommate needs to submit a partial notice to vacate. HGR Mgmt. will need documentation from you to show you can support the property by yourself. HGR Mgmt. will not partially refund part of the security deposit to your roommate since it is a condition of your rental agreement. You and your roommate will have to settle any funds owed to each other, including any or all of the security deposit. Have your roommate use the HGR Mgmt. Partial Notice to Vacate included in this handbook.

I want to add a roommate, now what do I do?

- The prospective roommate will have to submit an application and HGR Mgmt. must approve the person PRIOR to them moving into the property. You can obtain applications at the HGR Mgmt. office. If HGR Mgmt. denies the applicant, they cannot move into the property. If approved, you and the approved applicant must sign new rental/lease agreements.

Why do the owners want to see the property?

- The owners are showing responsibility toward the maintenance of the property, the condition, and their investment. It is also their right to see the property, but they respect that it is your property. It is also nothing to fear. This is why HGR Mgmt. contacted you first to set a date and time.

Giving your notice

Eventually, you will move, and we want you to be prepared when this is necessary. HGR Mgmt. tenants are required to give a 30 or 60-day notice depending on your personal lease prior to moving. We have provided in this information a “Notice to Vacate from Tenant Form” to be used when you anticipate moving.

Before giving notice:

- Check your rental agreement/lease to see if you are eligible to give notice. It will specifically state when you can give notice. A lease is a binding agreement for a set period and you may still be bound to the lease.
- If you need to move and you are still committed to a lease period, contact your HGR Mgmt. management team to discuss your options.
- Notices must be in writing. The day HGR Mgmt. receives the notice is the date the notice begins. For example, do not fill out a notice with the current date and mail it five days later, thinking the date you mailed is the notice date.
- HGR Mgmt. does accept notices by email because of lack of signature; HGR Mgmt. does receive notices by fax.
- HGR Mgmt. does not provide rental history to other landlords/property management companies unless tenants submit a written Notice to Vacate and the tenant gives the authority to HGR Mgmt. to give out rental references.
- The HGR Mgmt. Notice to Vacate from Tenant contains the authorization for allowing HGR Mgmt. to give out rental references. This form is included with this information.

Setting up your move out appointment

- After you submit your Notice to Vacate, HGR Mgmt. will send you a three-page letter. This will instruct you on what to do during the notice period, and how to set up your move out appointment.
- HGR Mgmt. only performs move out appointments during weekdays, **9 am to 5 pm**.
- It is the responsibility of the tenant to deliver all keys and openers to HGR Mgmt., either at the move out appointment or delivery to the HGR Mgmt. office.
- Failure to deliver keys and openers could incur additional charges.
- Remember to supply a forwarding address and telephone number for your security deposit refund.
- Use the HGR Mgmt. Moving Checklist so you remember important details.

PREPARING THE PROPERTY

When you are ready to move, if you have questions on how to prepare your property, please call your HGR Mgmt. management team, and discuss your concerns with them. We want your move to be a pleasant and successful one. The following are the steps to take for your move.

Cleaning

- Have the property clean throughout the interior and the exterior.
- This includes vinyl or tile floors, windows inside and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, all appliances, sinks, toilets, bath tubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside and out, etc.
- Tenant caused dirt is not normal “wear and tear.”
- Pick up debris and animal feces on the exterior of the property and place them in the proper trash receptacles.

Carpet Cleaning

- Carpet cleaning depends on time lived in the property for normal wear and tear, whether you have had pets, and also if the carpet cleaning exceeds normal wear and tear.
- You will be charged 100% at all times, if you have had pets and/or you have soiled carpets exceeding normal wear and tear.
- Up to **one** year: carpets will require cleaning. Tenants incur charges if tenant does not have carpets professionally cleaned. **One to two** years in the property, you will be charged 50% of the cleaning of normal wear and tear.
- After **two years**, there is no charge for normal wear and tear. However, there is a charge for carpet damage and stains.
- Do NOT rent carpet-cleaning machines, use property cleaning machines, or employ chemical cleaning companies. Only professional truck-mounted steam cleaning from a reputable company is accepted.
- Call HGR Mgmt. for a recommendation on a carpet cleaner who will give you reasonable rates on carpet cleaning.
- If you hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of HGR Mgmt., and a receipt is required during the walk through inspection.
- Tenants, please note: HGR Mgmt. will not reimburse for any carpet cleaning contracted by tenants.

Draperies/window coverings/windows

- Do NOT wash draperies.
- You are not expected to dry clean draperies unless:
 - You have caused excessive soil or allowed water damage from open windows. Draperies with water stains could require replacement. Discuss this with your management team.

- You have not been using the draperies provided and/or have not kept them in good condition
- Wipe all mini blinds – do not use harsh chemicals on the blinds.
- Clean all windows inside and out.

Replacements

- The following must be in working order to avoid charges when moving out:
 - Burned out light bulbs
 - Non-working smoke detector batteries
 - Missing doorstops
 - Furnace filters - change the filter just before you vacate the property, and make sure you use the correct size.

Landscape clean up

- The outside area is to be neatly mowed, trimmed, pruned, fertilized, and watered for outside areas that apply in your rental contract.
- Remove all trash and debris, placing in the proper receptacles.
- Remove grease or oil drips; dispose of motor oil properly – it does not belong in the garbage receptacles.
- Pick up any animal feces whether you have an animal or not.

Trash

- If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.
- Place all other trash within the appropriate trash receptacles for normal trash removal.
- Do not overflow trash receptacles.

Painting

- We request that you do not spackle, putty, or touch up paint unless sure the paint will match.
- Charges can occur if unnecessary painting is required due to tenant painting.
- Charges for painting depend on whether it exceeds normal wear and tear, and the length of time in the property.

Your security deposit refund

When you follow the move out procedures leave the property in good condition, it simplifies the task of refunding your security deposit. HGR Mgmt. remits security deposit transmittals within

HGR MGMT. ADDITIONAL TENANT FORMS

We have put together the following forms that could be useful to you in the future. If you need more forms, contact the HGR Mgmt. office. We have also included a copy of your rental agreements with your handbook.

- Moving checklist/utility numbers
- Emergency/disaster checklist
- Tenant ACH request
- Work order request
- Add roommate request
- Cable/satellite/TV request
- Request to add pet
- Partial notice to vacate
- Notice to vacate

CONCLUSION

We hope that you have found the *HGR Mgmt. Tenant Handbook* useful and informative. It is our goal to prepare you for a successful tenancy and a pleasant move out when this occurs. If you have any questions on the enclosed information, please contact your HGR Mgmt. management team.

Have a successful tenancy



Harvey Goodman Realtor Property Management

HGR Mgmt. Moving Checklist/Utility Numbers

Before moving, notify:

<input type="checkbox"/>	Contact moving company
<input type="checkbox"/>	Notify US Post Office – forwarding address
<input type="checkbox"/>	Notify current schools
<input type="checkbox"/>	Notify magazine companies
<input type="checkbox"/>	Notify newspapers
<input type="checkbox"/>	Send “just moved” announcements to friends and relatives
<input type="checkbox"/>	Notify banks, credit unions, savings & loans
<input type="checkbox"/>	Notify doctors, dentists
<input type="checkbox"/>	Notify current electric company
<input type="checkbox"/>	Notify current gas company
<input type="checkbox"/>	Notify current water company
<input type="checkbox"/>	Notify new schools
<input type="checkbox"/>	Notify new electric company
<input type="checkbox"/>	Notify new gas company
<input type="checkbox"/>	Notify new water company
<input type="checkbox"/>	Re-register to vote

Tenant Utility/Cable Numbers for Local Areas

Electric companies/Gas Companies		
area	company	number
area	company	number
area	company	number
area	company	number
area	company	number
area	company	number
area	company	number
Water companies		
area	company	number
area	company	number
area	company	number
Garbage/refuse service		
area	company	number
area	company	number
area	company	number
Cable companies		
area	company	number
area	company	number

HGR Mgmt. Emergency/Disaster Checklist

Pre- Emergency/Disaster Checklist:

Take the time to review and implement this list – it could be a lifesaver.

- ☐ Take an inventory of your belongings, complete with photos, descriptions, and serial numbers. Items to list are TVs, VCRs, stereos, cameras, camcorders, sports equipment, jewelry, silver, computers, or anything of value
- ☐ Know where the shut off valves are in your property, review page 9 in the HGR Mgmt. Tenant Handbook, “getting to know your property”
- ☐ Keep copies of important papers stored in a safety deposit box
- ☐ Make sure your renters insurance is current at all times
- ☐ Discuss with your family or other tenants what emergency procedures you will use and post them in the kitchen, office area, etc.
- ☐ Plan escape routes in the event of fire and inform every tenant of the routes, including children
- ☐ Teach children how to use 911 or call for other services
- ☐ Always maintain a reserve of bottled water/drinks and non-perishable foods in your property, along with a manual can opener.
- ☐ Have a portable radio with plenty of extra batteries and the right kind for the radio
- ☐ Have two or more flashlights with the extra batteries and for the right kind the flashlight
- ☐ Have large long-burning candles and matches available
- ☐ Have an adequate first aid kit and replace items when necessary
- ☐ Keep your cellular phone charged

Use this list when an emergency/disaster occurs:

- ☐ In a gas leak is possible during an emergency/disaster, immediately turn off the gas valve
- ☐ Keep your car in the driveway, if it is practical, for any necessary evacuation
- ☐ Call 9-1-1 only to access help and NOT to learn news
- ☐ Call HGR Mgmt. when it is practical, but remember that HGR Mgmt. will do what they can to help you, but is not an emergency service. Many repairs will have to wait until the emergency/disaster passes
- ☐ Only call people when necessary and have an emergency contact outside your area who can notify other people
- ☐ Limit use of the telephones during emergencies/disaster to avoid overloading the circuits
- ☐ Unplug or turn off major lights and appliances - such as space heaters, washers, dryers, computers, TVs, etc. Several appliances coming back on at the same time may overload circuits or hot appliances may come on while you are away or asleep causing fire hazards
- ☐ Leave a single light on to alert you that power is restored
- ☐ If you use candles and matches, do it safely – you do not want to create another problem
- ☐ Limit cell phone usage or use your car to charge batteries
- ☐ If you have to call emergency services, be calm, state your problem, and be patient. Emergency services will be overloaded.
- ☐ If you have standing water in a room, do not enter if the electricity is on; try to wait for a professional
- ☐ Do not vacuum wet floors or carpets unless you have the right equipment for water removal. Using a normal vacuum is dangerous with water
- ☐ Only open freezers and refrigerators when necessary to avoid losing food as long as you can
- ☐ Conserve water and food when disaster occurs
- ☐ If you are in a car when power lines fall, remain in the car until you can get help or you are certain that it is safe to do so; then jump clear of the car, not touching any metal.



AUTOMATED CLEARING HOUSE (ACH) TENANT AUTHORIZATION



I authorize Harvey Goodman Realtor Property Management (originator) and _____ (originating depository financial institution) as listed below to initiate electronic entries to my account.

I accept responsibility for the accuracy of the information given to Harvey Goodman Realtor Property Management

This authority will remain in effect until I have cancelled this agreement in writing.

I can stop payment of any entry by notifying my financial institution 3 days before my account is charged.

I can have the amount of an erroneous charge immediately credited to my account up to 15 days following issuance of my financial institution statement or 60 days after posting, whichever occurs first.

Tenant name _____
Financial institution _____
Type of account ☐ Checking ☐ Savings
Full name on account (print) _____
Account number _____

Signature _____
Date _____

Please include a voided check or copy of a check; deposit slips are NOT accepted. Thank you.

Originating depository financial institution list bank name
Routing number routing number

Accepted by: _____
Date _____

HGR Mgmt. TENANT WORK ORDER REQUEST

Date of request _____
Tenant _____
Tenant _____
Address _____
City _____

Property # _____
Work # _____
Work # _____
Mobile # _____

Work Requested – please list items separately

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Signature of Tenant Date

For Office Use Only:

Owner Name _____

Map Coordinates: _____

Work Assigned to		Date Assigned	Work Completed on
_____	On	_____	_____
_____	On	_____	_____
_____	On	_____	_____

ADD ROOMMATE REQUEST

Date: _____

To: Harvey Goodman Realtor Property Management , agent for owner

Re: Request to add roommate

As of today’s date, I (we) the tenant(s) at the above referenced address, would like to add _____ to the rental/lease agreement. I (we) have attached a rental application for this party.

I (we) understand I (we) will be receiving a follow up letter from Harvey Goodman Realtor Property Management regarding the approval or denial of the application

I (we) certify that the above applicant is not living in the property and cannot move in unless approved.

I (we) understand new rental/lease agreements are to be signed if the applicant is approved.

I (we) understand if I (we) fail to fulfill the terms of my (our) obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency.

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Harvey Goodman Realtor Property Management	_____ Date

CABLE/SATELLITE DISH/TV REQUEST

Date: _____

To: Harvey Goodman Realtor Property Management , agent for owner

Re: Request to install _____ at _____

As of today's date, I (we) the tenants at the above referenced address, make a request to install the above

We understand the following if approved:

1. We are responsible for the cost of installation and this will not be reimbursed to us at any time
2. When the company completes the installation, there is to be no damage to the property. If there is damage, we are responsible for the cost of repairs and/or maintenance.
3. If a satellite dish, we must call HGR Mgmt. for approval of the location prior to installation.
4. If the company installing our request requires written authorization, they are to submit their documentation to the HGR Mgmt. office, and HGR Mgmt. will complete the documentation.
5. When leaving property, it is your responsibility to disconnect the services, and pay all billings incurred by the tenants listed below.
6. Any damage incurred upon disconnection will be at our expense.
7. We understand all persons on the rental/lease agreement are required to sign below and all are jointly and severally liable.

Respectfully submitted by:

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Harvey Goodman Realtor Property Management	_____ Date

ADD PET REQUEST

Date: _____

To: Harvey Goodman Realtor Property Management , agent for owner

Re: Request for pet (list type and age): _____

1. We are requesting to have the above listed pet
2. We certify that the pet has had all required shots by a licensed veterinarian and have attached proof for this.
3. We further understand that HGR Mgmt. could approve or deny our request.
4. We certify that the pet is not currently residing in the property
5. If our request is denied, the above pet will not be moved into the property
6. If our request is approved, we understand that all tenants currently on the rental agreement must sign a pet addendum and pay an increase to the current security deposit of an additional \$_____.
7. We understand that all current tenants must sign this request.
8. If the owner and HGR Mgmt. approve the pet, all the undersigned tenants are responsible for this pet, its care, and any damages that could occur.

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Harvey Goodman Realtor Property Management	_____ Date

**PARTIAL NOTICE TO VACATE
FROM TENANT
Month-to-Month Agreement**

Date: _____

To: Harvey Goodman Realtor Property Management , agent for owner

Re: Notice for property at: _____

As of today's date, I (we) the tenants at the above referenced address, hereby give a _____ day notice and intend to vacate the premises on the date of _____.

I (we) understand I (we) will be receiving a follow up letter from Harvey Goodman Realtor Property Management regarding my (our) move.

I (we) understand we are obligated to the rent until the end of our notice.

I (we) understand our security deposit transmittal will not be returned and that I (we) must settle any security deposits with the other tenants on the rental/lease agreement.

I (we) understand if I (we) fail to fulfill the terms of my (our) obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency.

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Harvey Goodman Realtor Property Management	_____ Date

(I) we give permission for Harvey Goodman Realtor Property Management , to provide references to other property owners inquiring about our rental history.

_____, _____, _____

Tenant(s) Signatures for authorizing references

**NOTICE TO VACATE
FROM TENANT
Month-to-Month Agreement**

Date: _____

To: Harvey Goodman Realtor Property Management , agent for owner,

Re: Notice for property at: _____

As of today's date, I (we) the tenants at the above referenced address, hereby give a _____ day notice and intend to vacate the premises on the date of _____.

I (we) understand I (we) will be receiving a follow up letter from Harvey Goodman Realtor Property Management regarding my (our) move.

I (we) understand rent is due until the end of our notice.

I (we) understand our security deposit transmittal will be sent after vacating the property and within the _____ days required by law. We understand HGR Mgmt. does not issue the security deposit until after we vacate the premises and a walk-through is completed.

I (we) understand if I (we) fail to fulfill the terms of my (our) obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency.

_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	_____ Tenant	_____ Date
_____ Tenant	_____ Date	Harvey Goodman Realtor Property Management	_____ Date

I, (we), give permission for Harvey Goodman Realtor Property Management , to provide references to other property owners inquiring about our rental history.

_____, _____, _____

Tenant(s) Signatures