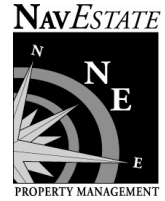




772 S. Saginaw Street, Apt. 208
 Lapeer, Michigan 48446
 Tel: 810-667-9190
 Fax: 810-667-1770
 HunterWoods@NavEstate.com



Dear _____ ,

WELCOME HOME!!!! We would like to take this opportunity to welcome you to Hunter Woods Apartments. This packet of information is provided to ensure that you are fully aware of the rights and responsibilities of being a resident at Hunter Woods. The following explains the information provided and your responsibility to read or return the document.

Document	What you should do with it
Utility Transfer Checklist This explains how to transfer utilities to your name. Transfer utilities with the effective date of your move in.	Complete the checklist and <u>return it to the office</u>
Commencement Inventory Checklist This is a common form in the State of Michigan used to protect renters. It is your documentation of the condition of the apartment when you moved in.	Complete the checklist and <u>return it to the office.</u>
Information for New Residents This is information about the features of your apartment and explanations about living in the community.	Review for your information. Ask the office about any questions you may have.
Termination Inventory Checklist This is the form, or one similar to it, that will be used to inspect your apartment when you move out.	This copy is provided for your information.
Service Request Form This form is provided should you wish to document your service requests.	Either call the office for service, or complete this form and leave in the office drop box.

We hope you will enjoy many years of peaceful living here at Hunter Woods. We work very hard to ensure that your experience of living in this community is very positive. If you are in need of any assistance with your apartment, please call the office and we take care of it as soon as possible.

Thank you for selecting Hunter Woods as your home!

Utility Transfer Checklist

Your new address is: ____ South Saginaw Street, Apt. ____ , Lapeer, MI 48446

- Please contact Consumers Energy Company to have your gas turned on and billed in your name.
CONSUMERS ENERGY
Lansing, MI 48937-0001
1-800-477-5050
- Please call and provide the gas service confirmation number to the apartment office.

GAS SERVICE CONFIRMATION NUMBER: # _____
- Please contact DTE to have your electricity turned on and billed in your name.
DTE
PO Box 2859, Detroit, MI 48260-0001
1-800-477-4747
- Please call and provide the electricity service confirmation number to the apartment office.

ELECTRICITY SERVICE CONFIRMATION NUMBER: # _____
- If you wish to have cable TV and/or internet service, contact Charter Communications to have your cable service turned on and billed in your name.
CHARTER COMMUNICATIONS
814 S. Main St., Lapeer, MI 48446
Charter agent serving Hunter Woods: 586-405-9819
Lapeer Office: 800-545-0994
- If you wish to have telephone service in your apartment, contact AT&T to have your telephone service turned on and billed in your name.
AT&T
PO Box 5030, Saginaw, MI 48663-002
800-244-4444
- Hot and cold water and waste disposal services are included in your apartment service. Please bag all trash and put your trash bags in the refuse container outside.

Again, if there is anything we can do for you, please let us know.

Thank You!

Commencement Inventory Checklist

To Tenant(s): _____

Rental Unit Street Address: _____ South Saginaw Street, # _____, Lapeer, MI 48446

You should complete this checklist, noting the condition of the rental property, and return it to the Landlord within seven (7) days after obtaining possession of the rental unit. You are also entitled to request, and receive, a copy of the last Termination Inventory Checklist, which shows what claims were chargeable to the last prior tenants. Failure to return this checklist within the seven (7) day period will make you liable for any damages found upon vacating the rental unit.

Check one box for each item/area

1. **Carpeting:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

2. **Other Floor Covering:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

3. **Window Blinds:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

4. **Windows / Screens:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

5. **Walls:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

6. **Paint / Caulking:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

7. **Doors / Knobs / Locks:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

Door stops: _____

8. **Plumbing Fixtures:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

9. **Cabinets / Countertops:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

Check one box for each item/area

10. **Electrical Fixtures:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

11. **Light Bulbs:** Good Condition -or- Damaged Describe the nature, location, and extent of all damage:

12. **Smoke Detector/Batteries:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

13. **Appliances:** Good Condition -or- Damaged Describe the nature, location, and extent of all damage:

14. **Closets / Shelves:** Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

15. **Other Items:** Good Condition -or- Damaged
Describe the nature, count, location, and extent of all damage:

Broiler Pan (1): _____

Ice Trays (2): _____

Toilet Paper Holder (each): _____

Sink Stopper (1): _____

Drip Pans (4): _____

16. **OTHER – List specifically and describe each:**

Good Condition -or- Damaged
Describe the nature, location, and extent of all damage:

Dated: _____ Turned in on: _____

Turned in by: _____

Information for New Residents

We hope you will enjoy living here. This is intended to give you more information about living in your apartment. This is information that further explains your lease and the community rules and regulations.

Rent Payment It is important to make timely payments. Just as you have bills to pay, so do we. Rent is due, according to your Lease Agreement, on or before the 1st of each month. Payments received after the 1st are considered late.

Typically, any amounts due that are paid before the close of business hours, on the 5th of the month (or preceding business day, should the 5th fall on a day the office is closed) will not incur a late fee. However, if you were to carry a balance over from a previous month, you will be subject to incurring a late fee on the 2nd business day of the month. The Late Rent Fee is \$25.

Late payments may also prevent you from being able to renew your lease. If you are assessed multiple late fees, you may be placed on a month-to-month basis (instead of a full renewal) until such time that your payment history is satisfactory, or, possibly not renew your lease at all.

Occupants / Roommates Only the persons listed on your Lease are authorized to reside in your apartment. You must receive prior, written approval to make any changes to those listed on the Lease.

Subleasing You are not allowed to sublet your apartment without prior, written consent and our approval (per our normal approval guidelines) of the prospective Sublettor.

Insurance You are required to carry renters' insurance. We carry insurance on the building. We do not carry insurance to cover your property, and it will not be replaced or repaired.

Emergencies Should you encounter an emergency, when the office is closed, you should either:

- a. In the case of a fire, theft, break-in, serious injury – Call 911 immediately
- b. For other issues, call the office phone at 810-667-9190. If there is no answer at the office, call the emergency maintenance phone at 810-338-6072. A staff member is on call 24 hours a day, 365 days a year.

Fire Extinguishers Fire extinguishers are furnished on the first floor hall of each building. Also fire alarms can be found in the hall of every floor of every building.

Kitchen Fires

- a. **GREASE FIRES:** Turn OFF the stove. DO NOT THROW WATER on a grease fire, this may only make it worse. Cover any burning containers with a lid or pan to smother the fire.
IF THIS DOES NOT WORK – CALL 911
- b. **ELECTRICAL FIRES:** DO NOT THROW WATER on an electrical fire, this may only make it worse. UNPLUG any burning appliance or TURN OFF the circuit-breaker.
IF THIS DOES NOT WORK – CALL 911
- c. **OVEN FIRES:** CLOSE the oven door – this cuts off the oxygen supply to the fire. Turn OFF the oven.
IF THIS DOES NOT WORK – CALL 911
- d. **GAS LEAKS:** CLOSE the door to the room and GET OUT – CALL 911
DO NOT use the phone in that room, or lights, or even put a key in a lock – any spark can cause an explosion.

Snow and Ice Removal We would like to take this opportunity to explain our snow and ice removal procedure. Our grounds personnel, or contracted grounds company, will start snow removal when we have a heavy snow around 1:00-5:00 a.m. (lighter snows will typically start later, such as 5:00-7:00 a.m.) They are instructed to remove snow from all main drives first. After they feel the residents can drive out of the community, they salt drives, if needed; then return to start shoveling snow off sidewalks and to apply ice melt. After the sidewalks are completed, the drives will be snowplowed again. We request that Residents move any vehicles so that they can clear the parking areas when possible. Also, please park your vehicle(s) 12 inches or more from the sidewalks so they may be completely cleared.

When heavy winds prevail, it is extremely hard to keep snow clear when drifts form soon after plowing. We have our personnel or contracted company initially remove the snowdrifts. When the winds die down, they are directed to return and remove the snow again as quickly as they can.

It is important to remember that as the air temperature gets well below freezing, the effectiveness of salt melting snow and ice decreases. During very cold temperatures and windy conditions, the salt may not work at all. We will continue to apply salt as soon as we feel that the salt will work, but until the temperature rises, it may remain somewhat icy. **Do not go outside if you feel the conditions are unsafe. Please call the office (including the emergency call service) if it is unsafe. Please be sure to include the specific area you feel is unsafe, as well as your name and phone number.**

Our grounds personnel, or contracted company will try their best to do a good job on snow and ice removal during this winter. Please remember that the weather can cause delays that will take us longer to do our job. Please be careful when you are outside. Unpredictable and changing winter weather is a common challenge of living in Michigan.

Service Requests Please let us know –immediately– of any problems you are experiencing with your apartment fixtures, appliances, or any other items for which you are not responsible. We would like to make things right as soon as possible! Also, we will ask for “Permission to Enter” when a service call / work order is placed. Providing us Permission to Enter (by responding “Yes”) gives us flexibility but you can also choose “No” (only when you are present) or “Call Ahead” (to provide you notice). Please understand that our response time will rely heavily on your cooperation in allowing access as needed. We reserve the right to enter your apartment, without prior permission, in the case of an emergency which may threaten health or property.

Circuit Breakers You have your own circuit breakers in the apartment. If you have an electrical problem, please switch each circuit breaker, first to the "off" position, then to the "on" position. Try another outlet; some are "switched" outlets. If you feel something is still wrong call the office to schedule a repair. Also in the bathroom(s) there is a red reset button. Push each button and then switch each circuit breaker first to the "off"

Water Shutoff In your apartment, you have water shut off valves. One under each sink, on each toilet, and also in the storage rooms, or, the walk-in closet. If a serious leak develops please shut the water off first, before damages occur. After you have shut off the water and you feel it is a problem that needs immediate attention, call the office and the message will direct you to the answering service.

Appliance Manuals Manuals are available for each appliance. Please contact the office for copies. At your convenience, please read the manuals so you are familiar with the appliances as to how they work. One of the most important items is to be sure you read the manual is the range, prior to cleaning your oven. If the Manufacturer's Service Technician reports a repair was needed due to your neglect and damage was done, you will be responsible for the repair.

Furnace You have a gas furnace. If at any time, you smell gas and feel it is extreme, call Consumers Power Co. at 1-800-477-5050 and they should arrive within one hour. It is recommended that your furnace filter be twice annually. We will attempt to do this during our semi-annual filter changes, but if it is not done, then feel free to call the office and our maintenance personnel will be glad to schedule it for you. If you wish to have it changed more frequently, please contact the office.

Hot Water Water heaters are not in your apartment, but rather, centrally located in each building.

Lighting All the fixtures had light bulbs in them when you moved in. It is your responsibility to replace any burned out bulbs (interior and exterior). If you have any problems changing the bulbs, please contact the office. Again, you must furnish the bulbs.

Windows Each window has a screen on it. When you wash your windows, be careful removing the screen. If you need assistance as to how to remove them, please contact the office.

Loyalty Discounts: We want you to make this your home, for life! As part of our commitment to our Residents, we will give you a discount that gets larger the longer you are here! Currently, we discount \$10 per month after one year, \$15 after 2 years, \$20 after 3 years, \$25 after 4 years, \$30 after 5 years, \$35 after 6 years, and \$40 after 7 or more years of residency in your apartment. We also will pick up the tab to clean your carpet for you every three years and to repaint your apartment every 4 years. This program is currently in place, although management reserves the right to terminate it without notice, at any time.

Referral Bonuses: We want you to make this your friends' homes, too! If you refer a qualifying Resident to move in here as well, you will be paid a referral bonus! Check the office for current details.

Privacy and Verifications of Rent: We take your privacy seriously and do not acknowledge your residency to third parties with the exception of emergency first responders. We do not provide verifications of rent without your approval. If you need any verification of your payment history, we will provide you with a copy of your Customer Statement, for your use.

Rules and Regulations Violations – Others We strive to have a peaceful, harmonious community. If you notice or experience others violating the Rules and Regulations, please contact the office. Please note that some items may need further involvement and verification to determine if there has been a violation. For example, you may need to report excessive noise to the police – if they do not determine it to be in violation of the local ordinance, it is not a violation of the Rules and Regulations either.

Giving Notice to Vacate: As part of the Lease agreement, you must give a 30-day advance written notice to vacate your apartment at the end of your Lease, or Month-to-Month Agreement. Vacating your apartment becomes effective at the end of the expiring month only, not mid-month. These forms are available at the office. Failure to provide such notice will result in an additional month due, at the month-to-month rate. Lease expiration letters are sent to you approximately 60 days in advance of your expiration date, to provide ample time for you to consider your option, make a decision, and inform us of your decision. If such notice is given by you and you change your decision, you may still revoke it at any time prior to your expiration date.

Moving Out: Should you ever decide to move out, you are responsible for returning the leased premises to us, in the condition we provided them to you, excepting for normal “wear and tear”. You should clean your apartment thoroughly when you leave. (See below for “Wear and Tear vs. Damages”) An inspection will be conducted using the Termination Inventory Checklist which is provided in this information for your review.

“Wear and Tear” vs. Damages Here is a general guideline for what we accept as normal “wear and tear” (not to be a resident charge) versus what we define as ‘damage’ (which will result in a resident charge).

WEAR AND TEAR:	DAMAGE:
Peeling or cracked paint	Drawings on the wall
Worn enamel in (old) bathtub	Chipped and broken enamel in (any) bathtub
Worn or cracked linoleum in place where appliance had been	Round holes in tile floor where Tenant removed bar counter stools
Cracked window pane due to faulty foundation and settling of the building	Broken window caused by Tenant slamming the window shut
Carpet worn thin by people walking	Holes in carpet from cigarette burns or carpet damaged by stains.
Door that sticks in humidity	Cracked wood door that doesn't close properly because the resident hammered in the metal striker that receives the latch
Small piece of wall plaster chipped	Large chunk of plaster ripped out of the wall
Faded tile	Painted-over, or gouged, kitchen or bathroom tile
Sink drainage slow because of old system	Toilet backed up because Tenant flushed cardboard down it
Sliding closet doors stick	Sliding closet doors off track because track is bent
Paint faded on kitchen walls	Walls burned in kitchen from burner turned too high when pot on stove
Shower rod somewhat rusted	Shower rod missing
Grouting in bathroom tile loose	Tiles missing or cracked

Termination Inventory Checklist (to be completed by Landlord at the termination of occupancy)

Tenant: _____

Tenant: _____

Tenant: _____

Tenant: _____

Apartment: _____

Tenant Damaged Property: see below

Tenant Left Owing Rent

Tenant Left Owing Utilities

Keys Returned: _____ Entry Door, _____ Mailbox, _____ Garage, _____ Other – On (date): _____

Legal Proceeding against Tenant/Guarantor: (describe): _____

1. Carpeting: Check one box for each item/area
 Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

2. Other Floor Covering: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

3. Window Blinds: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

4. Windows / Screens: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

5. Walls: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

6. Paint / Caulking: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

7. Doors / Knobs / Locks: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

Door stops: _____

8. Plumbing Fixtures: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

9. Cabinets / Countertops: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

10. Electrical Fixtures: Check one box for each item/area
 Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

11. Light Bulbs: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

12. Smoke Detector/Batteries: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

13. Appliances: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

14. Closets / Shelves: Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

15. Other Items: Good Condition -or- Damaged
 Describe the nature, count, location, and extent of all damage:

Broiler Pan (1): _____
 Ice Trays (2): _____
 Toilet Paper Holder (each): _____
 Sink Stopper (1): _____
 Drip Pans (4): _____

16. OTHER – List specifically and describe each:
 Good Condition -or- Damaged
 Describe the nature, location, and extent of all damage:

Date of Inspection: _____
 Landlord Agent's
 Signature: _____

Service Request Form

Rec'd by: Drop Box In Person Date: _____

Item to be repaired: _____ Date: _____

Please describe problem: _____

When did this problem first start: _____

Has this been reported previously?: _____ When: _____

You are hereby given permission to enter my apartment: (Check one)
 During normal business hours at any time, but please knock first and leave a note (PTE, Yes)
 During normal business hours, but call ahead to let me know you are coming (PTE, Yes-Call)
 By calling first to set an appointment (Call me at: Ph.# _____) (PTE, No)
 Other (describe) _____

Address: _____ Phone #: _____

Name: _____ Signature: _____

Service Request Form

Rec'd by: Drop Box In Person Date: _____

Item to be repaired: _____ Date: _____

Please describe problem: _____

When did this problem first start: _____

Has this been reported previously?: _____ When: _____

You are hereby given permission to enter my apartment: (Check one)
 During normal business hours at any time, but please knock first and leave a note (PTE, Yes)
 During normal business hours, but call ahead to let me know you are coming (PTE, Yes-Call)
 By calling first to set an appointment (Call me at: Ph.# _____) (PTE, No)
 Other (describe) _____

Address: _____ Phone #: _____

Name: _____ Signature: _____