

Section XVI. Community Notes

Rev'd. 1/2016

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Community Office Hours

Boulder Meadows

8:00 a.m. – 5:00 p.m. Monday - Friday

It is important that every office in each community be open and staffed during the posted office hours. It makes a bad impression if someone calls or visits the office during posted hours and no one is present.

All team members must be in uniform with nametags and be properly groomed.

It is important to plan your daily schedule carefully, especially if you plan to leave the office for several hours. In some cases, you may need to show a home and have to leave the office. Try to have a maintenance person at the office to answer the phone.

It is acceptable to close the office temporarily in the event of an emergency.

***Community Outdoor Pool Open/Close Dates**

<u>State</u>	<u>Open</u>	<u>Close</u>	<u>Comments</u>
Colorado	May 15 th	Sept. 15 th	Open All Year
Florida	N/A	N/A	
Minnesota	May 15 th	Sept. 15 th	
Michigan	May 15 th	Sept. 15 th	
New Mexico	April 15 th	Oct. 15 th	
Nevada	April 15 th	Oct. 15 th	
Vermont	May 15 st	Sept. 15 th	
Wisconsin	May 15 th	Sept. 15 th	

***Communities which have outdoor swimming pools**

Community Pool Hours

Rev'd. 3/2011

<u>Community</u>	<u>Open</u>	<u>Close</u>	<u>Comments</u>
Apple Island Resort	10 AM	Dusk	
Ardmor Village	9 AM	8 PM	All Days
Bayhead	10 AM	7 PM	All Days
Boulder Meadows	10 AM 10 AM	7 PM 6 PM	Weekdays Weekends
Camelot Manor	10 AM	8 PM	
Dutch Hills	9 AM	9 PM	
El Adobe	10 AM	8 PM	
Highland Manor	N/A	N/A	No Pools
Jamaica Bay	Dawn	Dusk	All Days
Sierra Vista	N/A	N/A	No Pools
Stonegate	N/A	N/A	No Pools
Sunshine Village	9 AM 9 AM	Dusk 5 PM	Memorial Day to Labor Day Off-Season
West Valley	10 AM	8 PM	

Community Phone Message
Answering Machine

Please have the following recorded message on your community answering machine. Make sure, you speak clearly and slowly.

Hello,

You have reached _____ and Uniprop Homes Sales
Name of Community
Office (if applicable).

If this is a medical or safety emergency, please hang up and dial 911 immediately.

If this is a maintenance emergency please dial _____
name and emergency phone number

Our office hours are _____ a.m. until _____ p.m. Monday through Friday.

Evenings (if applicable) _____

Saturday (if applicable) _____

and Sunday (if applicable) _____

or otherwise by appointment.

If you would like to leave a message, please do so after the tone.

Thank you for calling.

Community Fact Sheet

Rev'd. 1/2017

The ***Community Fact Sheet*** provides you with some general information on the community that might be helpful with the day-to-day management of the property.

Boulder Meadows

Location:	4500 19 th Street Boulder, Colorado 80304
Date Built:	1970
Acquisition Date:	1988
Community Description:	Acreage – 83.12 Community Center RV Storage Area Playground Tennis Court Swimming Pool Basketball Court Fitness Center
Utilities:	Electric and Gas: Provided by independent supplier Water and Sewer: Billed as additional rent Trash: Included in rent Cable: Provided by independent supplier
Total Homesites:	638

Market Rent Schedule and Rent Structure Map Description Rev'd. 1/2013

The ***Market Rent Schedule*** details the current rent that is to be charged to any resident in the community. ***The Rent Structure Map*** details the rent that is to be paid for each homesite designation (“A”, “B”, “C”, etc.). Homesite designation is based on homesite size and location in the community.

The ***Rent Structure Map*** is to be amended if there is a homesite designation change (changing an “A” site to a “B” site, for example).

Place the new ***Market Rent Schedule—by Unit Type*** and ***Rent Structure Map*** in your manual immediately upon approval of the homesite designation change or rent increase.

- Click on **Reports**
- Highlight **Property-Residential**
- Click **Market Rent Schedule**
- Enter **As of Date** (date of homesite designation change or rent increase)
- **Group By: Unit Type**
- Click **Submit**

Check the ***Market Rent Schedule*** and ***Rent Structure Map*** before quoting a rental rate to a new resident.

Insert Market Rent Schedule—by Unit Type (Rev'd. 1/2013)

- Reports
- Property – Residential
- Market Rent Schedule
- Enter: Community Code
- Enter: As of Date: Rent Increase Date or Homesite Designation Change Date
- Enter: Group By: Unit Type
- Submit

Insert Rent Structure Map

Community Incentives

Several times during the year incentives will be developed to attract new residents to the community. Examples of these incentives may include discounted rent over a period of time or one month's free rent.

Incentives are designed as an inducement to attract new residents and should only be offered when it is necessary. Use your discretion to determine if a prospective resident will agree to move into your community without the discounted rent incentive. If a prospective resident asks for a rent incentive currently advertised by your community, you are then obligated to offer the incentive in effect.

Your Regional Vice President will keep you informed as to what incentives are in effect and how to implement them.

When a rent incentive is offered, the ***Rent Promotion Addendum*** should be completed, only if your Regional Vice President has advised you it is legal and enforceable in your state. The ***Rent Promotion Addendum*** is being offered to protect certain rights regarding the rent incentive. For example, the rent incentive may be cancelled if the resident does not pay his rent on time, does not abide by the Community Covenants or moves out of the community during the incentive period.

See **Section II. Homesite Rentals** for a copy of the ***Rent Promotion Addendum***.

Resident Referral Fee

A resident, living in a Unipro community, may earn a referral fee if he refers a new resident into the community. Referral fees may be paid for a new and/or pre-owned home.

The conditions for earning a referral fee are as follows:

- a. The new resident must identify the current resident who referred him at the time of the first visit to the community or at the time the written ***Application*** is signed.
- b. The referral fee will be paid by check.
- c. A check request should be filled out and sent to the home office when a fee is paid by check. In some cases, the check may be made payable to the resident and the community. In this case, the resident must endorse the check, and the community may deposit the check as the resident's rent.

Boulder Meadows Community Incentives

Rev'd. 1/2017

Effective:	January 1, 2017 through December 31, 2017
Resident Referral:	\$1,000.00 for the sale of new or pre-owned Uniprop home
Purchase Incentive:	\$299.00 site rent for first twelve (12) months with purchase of qualified new or pre-owned Uniprop home
Dealer/Retailer Incentive:	For Physical Move-Ins Only <ul style="list-style-type: none">• Dealer Home Installation Payment Agreement must be signed and on file for each homesite.• Boulder Meadows will pay cost of installing homes not to exceed \$10,000.00• Retailer may install a maximum of two (2) speculative (unsold) homes• Retailer will be entitled to three (3) months Free Rent for a maximum of two (2) speculative (unsold) homes• Uniprop Standard Investor Agreement must be signed and on file for each homesite

Dealer Home Installation Payment Agreement (“Agreement”)

This Agreement by and between _____ (“Retailer”) and Boulder Meadows Manufactured Home Community (“Boulder Meadows”) dated _____ shall stipulate as follows:

Whereas, Boulder Meadows owns and operates a manufactured home community located in Boulder, Colorado, and desires to increase its occupancy, and

Whereas Retailer is in the business of selling manufactured homes and wishes to have the home installed in Boulder Meadows by a licensed installer, and

For good and valuable consideration, the Retailer, Installer, and Boulder Meadows hereby agree as follows:

Retailer shall sell the manufactured home and thereafter engage a fully licensed installer to complete the installation of the home per manufacturers’ specifications to include leveling, blocking, tie downs, skirting, and decks.

Retailer shall be responsible for all utility connections, inspections, and permits related to all utilities.

Upon completion of the installation and inspection of the home by all regulatory agencies and receipt of a Certificate of Occupancy or other similar documentation to confirm that the home is approved for habitation, Installer shall invoice Boulder Meadows for the cost of installation, not to exceed Ten Thousand Dollars (\$10,000.00) per home.

Boulder Meadows will remit payment directly to the Installer within thirty (30) days of the date of the invoice.

The Retailer may install a maximum of two (2) speculative (unsold) homes under the above terms and conditions and will be entitled to a rent incentive of three (3) months Free Rent for a maximum of two (2) speculative (unsold) homes. The Retailer agrees to sign the Unipro Standard Investor Agreement used by Boulder Meadows.

This Agreement shall expire one (1) year from the date indicated above.

Agreed To and Approved By:

Boulder Meadows _____

Date _____

Retailer _____

Date _____

Installer _____

Date _____

Community Fees

Rev'd. 2/2016

Various fees apply to your community that you will receive listed on a **Community Fee Schedule**. These fees will be updated and sent to you whenever a change is made.

The community fees include but are not limited to:

- Late Rent Fee
- NSF Fee
- Pet Fee
- Mailbox Key Fee
- Pool Fee
- Security Deposit (not charged in Nevada)
- Deposit for Use of the Community Center

Please keep an updated **Community Fee Schedule** in the Community Manager's Manual.

Boulder Meadows Community Fee Schedule

Application Fee:	\$50 per Adult Applicant
Late Rent Fee:	\$50
NSF:	\$50
Pet Fee:	NA
Mailbox Key Fee:	NA
Pool Fee:	NA
Security Deposit:	1 Month's Rent
Deposit for Use of Community Center:	\$100 refundable
Maintenance Services:	\$35 minimum, \$35 per hour thereafter, per service call, or actual cost of service

Hospitality House Policy for Uniprop Team Members

Rev'd. 11/2013

Uniprop has established a hospitality house at:

- **Boulder Meadows in Boulder, Colorado**
- **Jamaica Bay in Fort Myers, Florida**
- **West Valley in Las Vegas, Nevada**

These homes are for the exclusive use of Uniprop and Community Team Members under the following guidelines:

1. The hospitality house is available for Uniprop Team Members located at the main office and Community Managers, Assistant Managers, and their family members. The Team Member must be present during the use of the facility. The only exception is that the spouse of the Team Member may utilize the home.
2. Use of the home will be limited to one (1) stay of up to seven (7) days each year. Additional stays and extensions to stays may be authorized with the permission of the individuals listed in number 4 or the President of Uniprop. Normally, additional stays and extensions will only be authorized 48 hours in advance, provided that no other eligible Team Member has requested use of the home.
3. The maximum number of persons: 6
4. The Regional Vice President(s) responsible for communities listed above may authorize the use of the hospitality house for the Uniprop Team Member.
5. All reservations must be confirmed in writing.

Reserving the Community Center

It is a privilege for Residents to use the Community Center facility. If a Resident reserves the Community Center, he must be present during the entire function.

The Community Center must be vacated at the time agreed upon by the Resident and Community Manager.

The Resident reserving the Community Center is responsible for cleaning the facility after his/her function. All furnishings must be returned to their original location. Pool tables cannot be moved.

The swimming pool is not included in the use of the Community Center for safety and liability reasons.

A deposit or fee may be required at the time the Community Center is reserved. Refer to the ***Community Fee Schedule*** in this Section to determine if fees apply. If a deposit is required, it will be returned after Community Management has inspected the Community Center for cleanliness and good repair. Residents reserving the Community Center are responsible for the cost of all damages and/or repairs.

COMMUNITY CENTER RENTAL REQUEST

Requested Rental Date: _____ Time: From _____ Time: To _____

Number of Guests: _____ Requesting Resident: _____

Function Being Held: _____

Address: _____ Phone No: _____

I hereby request permission to use the Community Center on the above date and time. If my request is granted, I hereby agree as follows:

I will use the facilities only for private, non-commercial purposes and no solicitation, sales presentations, or commercial activity will take place.

I will abide by all of the Community Covenants and Addenda with respect to the use of the Community Center, including, without limitation, those concerning maximum occupancy of the room and supervision of minors. I acknowledge receipt of a copy of those Covenants and Addenda.

I agree to vacate the premises by the time set forth above and further agree to clean the premises and have the cleaning complete no later than twelve (12) hours following the end of my function.

I agree to leave the premises in the same condition as I found it. In the event I do not do so, I understand that I will be responsible for all costs and expenses incurred by you in restoring the premises to their prior condition, including the reasonable costs of cleaning and repairing any damage. I agree to provide a security deposit of _____ if my request is approved. I understand my deposit will be returned only when you are satisfied with the condition of the facility, and I have returned the key to you. In the event the facility is not properly cleaned or there are damages, you may deduct those costs from the security deposit. In the event the damages or expense exceed the amount of my security deposit, I agree to pay the balance within twenty-four (24) hours of the time you present me with a bill for those additional damages.

I agree that I will neither serve, cause to be served, or permit the use or consumption of alcohol on the premises by any person who is intoxicated or under the legal drinking age in this state.

By signing this Rental Request, I agree to be bound by all of the terms and conditions of this Agreement.

Today's Date

Resident Signature

FOR OFFICE USE ONLY

Date Reservation Request Approved: _____

Approved By: _____

Security Deposit Received: _____ Date: _____

Security Deposit Returned: _____ Date: _____

Purchase of Homes at Communities

A community may purchase pre-owned homes that are for sale by residents or by lenders, in the case of foreclosure.

These homes may be purchased for (1) refurbishment and resale or (2) removal from the community.

Whether or not the community will purchase homes will depend upon such factors as occupancy, condition and price, availability of funds, etc. Each home will be evaluated individually.

Written approval of your Regional Vice President and Director of Operations is required for the purchase of a home for removal from the community. In the case of a purchase for resale, the written approval of an officer of Uniprop Homes is also required.

Discuss all purchase opportunities with your Regional Vice President on a regular basis. Include homes that may be going into foreclosure, such as those where occupants appear to have abandoned a home.

Home and Homesite Standards

Boulder Meadows

H.O.T. P.M.I. Responsibility

H.O.T. = Home Ownership Transfer; P.M.I. – Physical Move-In; Responsibility refers to financial responsibility. R/D = Resident or Dealer's Responsibility; C = Community's Responsibility.

Single Section	Minimum Size: 780 sq. ft. & 14' wide	N/A	X	R/D
Multi Section	Minimum Size: 900 sq. ft.	N/A	X	R/D
Windows	Minimum of 1 window of at least 3 sq. ft. on side facing street	N/A	X	R/D
Shutters	All windows must have shutters.	X	X	R/D
Siding	Horizontal vinyl lap or engineered hardboard siding. For H.O.T., existing siding in good condition may remain. Damaged siding of any type must be repaired or replaced. If replaced, vinyl lap or engineered hardboard must be used. Damage includes rust, dents, peeling, delamination, etc.	X	X	R/D
Colors	New Homes – manufacturer's standard color selections are acceptable. Pre-Owned Homes – manufacturer's standard color selections or must comply with Home Color Standard.	X	X	R/D
Doors	Main entrance door must be steel panel door (windows permitted)	N/A	X	R/D
Water Heater	Sealed combustion hot water heater.	N/A	X	R/D
Roof	3/12 or greater pitch with asphalt or fiberglass shingles. Entry dormer preferred on multi section.	N/A	X	R/D
Steps	Fully enclosed fiberglass with appropriate railings, or wood deck with steps and a minimum deck dimension of 4' x 4' that complies with the Wood Deck Standard.	X	X	R/D
Walkway	Poured concrete 36" wide x 3" thick, or concrete patio block that complies with Concrete Patio Standard.	N/A	X	C
Deck	Minimum size 4' x 4'. Must comply with Wood Deck Standard. Vinyl deck may be permitted only with Design Approval submitted to, and approved in writing by, Regional Vice President & Design Coordinator.	X	X	R/D

Boulder Meadows**H.O.T. P.M.I. Responsibility**

H.O.T. = Home Ownership Transfer; P.M.I. – Physical Move-In; Responsibility refers to financial responsibility. R/D = Resident or Dealer's Responsibility; C = Community's Responsibility.

Skirting	Vinyl skirting with vertical panels with top and bottom rails. Color to match body of home or trim. Skirting to include bottom edge protector.	X	X	R/D
Age	Maximum 3 years old.	N/A	X	R/D
A/C	Evaporative cooler roof mounted or central A/C with external component on side of home not facing street. External component must be set on concrete or fiberglass base.	N/A	X	R/D
Shed	Only one is permitted Maximum size 10' x 10' x 8'. Must comply with Shed Standard. Shed base (per standard) is responsibility of Resident.	X	X	R/D
Hitch	Hitch must be removed (may be stored under home)	X	X	R/D
Utility Services				
Electricity	• Power to pedestal.	X	X	C
	• Service from pedestal to home, including amperage upgrade.	X	X	R/D
	• Line must be buried 6" from the pedestal to beneath the home within the perimeter of the skirting.	X	X	C
Water	• In-ground water service (will be located within the perimeter of the skirting).	X	X	C
	• From water service to home.	X	X	R/D
Sewer	• In-ground sewer service (will be located within the perimeter of the skirting).	X	X	C
	• From sewer service to home.	X	X	R/D
Gas	• In-ground gas service.	X	X	C
	• Gas service to home.	X	X	R/D
Telephone	Service from telephone provider	X	X	R/D
Cable	• Service from cable provider.	X	X	R/D
	• Bury cable where applicable.	X	X	C
Mailbox	Individual	N/A	N/A	C
Street Lights	Street corner overhead.	N/A	N/A	C

Boulder Meadows

H.O.T. P.M.I. Responsibility

H.O.T. = Home Ownership Transfer; P.M.I. – Physical Move-In; Responsibility refers to financial responsibility. R/D = Resident or Dealer's Responsibility; C = Community's Responsibility.

Landscape	Greenscape and Xeriscape are both acceptable. If after removal of non-standard landscape materials (trees, timbers, shrubs, gardens), homesite is of <u>acceptable</u> quality: 1. It shall comply with its existing standard. 2. Resident may elect to change from Greenscape to Xeriscape at his expense. 3. Xeriscape may not be changed to Greenscape.	X	X	
	If after removal of non-standard landscape materials (trees, timbers, shrubs, gardens), homesite is of <u>unacceptable</u> quality: 1. Resident may elect Xeriscape; in which case, the community will install stone mulch at its expense. 2. Resident may elect Greenscape at his expense.	N/A	X	R/D
		X	N/A	C
		X	N/A	R/D
Parking Area	Asphalt and concrete for two vehicles.	N/A	N/A	C
Set Backs	Minimum 10' from street; 15' from side to side; 10' from back to back; 10' from accessory of neighboring home (i.e., deck or shed).	N/A	X	R/D
Fences	Not permitted			
Placement	Community Management will determine placement of home on homesite & stake 4 corners prior to physical move-in.	N/A	X	C

NOTE: 1) Any exceptions to these standards must be approved, in writing and in advance, by the Director of Operations and made a permanent part of the Resident's file.

2) These standards do not replace other policies and procedures, all of which remain in effect. Consult with your Regional Vice President in the event of a conflict.

QWEST Cooperative Marketing Agreement

From time to time, Unipro will enter into an agreement with various companies for the purpose of providing specific services or mutually agreed upon marketing programs.

At the present, there is a marketing agreement with Qwest Communications that requires management at the community to provide marketing materials supplied by Qwest to all new and existing residents. From time to time, a representative of Qwest will contact the community to insure sufficient literature is available and to verify compliance on the part of staff to distribute the above mentioned materials.

Your community received an upfront fee from Qwest as partial compensation for the marketing agreement. In addition, your community continues to receive a percentage of Qwest revenues each month generated by community residents. Finally, your community must use Qwest for long distance phone service and any other telecommunication services if offered by Qwest.

You will be required to present to residents information regarding High Speed Internet Service, Digital TV, Local and Long Distance Phone Service, and Wireless Phone Service. Additional items may be added or deleted as this program continues to evolve.

Qwest Account Executive Ashton Cook at (720)984-4398 will service accounts at Boulder Meadows.

Should you have any further questions, contact your Regional Vice President for further directions or questions.

Colorado Only: Rent Collection & Legal Procedure Timeline

1 st of month	Rent Due
6 th of month	Assess Late Charges Unpaid accounts with balance exceeding \$100 receive 5-Day Notice of Non-Payment of Rent
11 th –12 th of month	5-Day Notice not paid - send notice to Attorney's office for collection
12 th –15 th of month	Attorney's office files with appropriate court office. Court dates will be no sooner than five (5) days from filing date or no later than ten (10) days per statute.
15 th of month	Invoice lenders for following month
25 th of month	Court appearance (No Deals/Pay in Full Only; No Personal Checks accepted; CC/MO, Cash accepted; Exact amount only noted in court records). Unpaid accounts, a writ for possession requested with date, time noted. Writs are stayed for 48 hour per statute. Check with local attorney to determine legal fees to be included.
27 th –28 th	Enforce writs (lock out/move out). Contact Regional Vice President with any questions.

Goal: No Accounts Past Due 30+ Days without Writ.

Refer to Community Fee Schedule in Section XVI to determine fees/late charges.

Boulder Meadows Home Rental Process

Rev'd. 3/2015

The following guidelines are intended to assist you in completing the process of leasing a Rental Home in Boulder Meadows. Much of what is contained in this section is used only for the purpose of renting homes and does not apply in rental of homesites in Boulder Meadows.

Resident Screening Process

Application for Residency guidelines and the application are the same as used for homesite rentals. Community Manager will require all information found on the ***New Resident Application Checklist***, in addition, a completed ***W-9*** should also be provided with the ***Application for Residency***. Community Manager will complete the applicant's background check and submit to Regional Vice President for review. All Home Rental Applications require approval of your Regional Vice President prior to leasing the home.

Economic Evaluation will be completed as outlined in your Community Management Manual. For purposes of calculating expenses for the miscellaneous income portion of the form, you will use twenty-five percent (25%) of Total Monthly Income. This amount is to only be used when completing ***Application for Residency*** of Rental Homes.

Leasing

A sample of the ***Home Lease Contract*** with attached documents has been provided in this section of the CMM. Please note that this lease is to be used only for Rental Homes. Should you have any questions, please contact your Regional Vice President before proceeding. Additional forms attached to the lease are ***Mold Addendum*** and ***City of Boulder Ordinances***. These are to be completed at the same time as the lease. Note that the lease and attached documents require Landlord and Tenant initials on each page.

Physical Move-In

After completion of the lease, Community Manager will move Tenant into the Yardi system utilizing the same procedures as homesite rentals. Prior to Tenant occupying the home, Community Manager and Tenant will inspect the home's condition. Copy of the ***Inspection Condition Report Manufactured Home Rentals*** is provided for review. This form will be used to determine the condition at time of move-in and move-out. Landlord and Tenant initials are required on each page.

Boulder Meadows Home Rental Process (cont'd.)

Collection of Rents

Monthly rents will be collected and deposited same as all rents. Rents posted to resident's account will be utilizing GL account #3120- Lease Home Rent. Tenant's failure to pay rent will result in a ***Demand for Rent*** notice to be posted on the home and delivered to any occupant of the home; copy may also be mailed to home address. Failure by Tenant to pay all back rent owed within time period will result in ***Forcible Entry Detainer***. Please contact your Regional Vice President and local attorney at this time. ***Demand for Rent, Notice to Vacate*** and ***Notice of Returned Check*** forms have been provided for review. These forms are to be used only for Rental Homes.

Repairs/Maintenance Requests

On occasion, Tenants of Rental Homes may need work to be performed on or in the home. All such requests must be submitted in writing to Boulder Meadows. Upon receipt of request, Community Manager is to inspect or send Boulder Meadows staff to determine course of action required.

A list of vendors with contact person and information shall be kept in the Property Maintenance Manual and in the Community Notes section of the CMM. At certain times, an emergency may arise. In these situations, written notice may not be required prior to taking corrective action.

Copies of all maintenance requests and corrective actions taken shall be kept in the Tenant file.

All Boulder Meadows Lease Homes shall be re-keyed to a master key by a local locksmith. Copies of the master key shall be in the community office.

Rental License

In order to comply with City of Boulder ordinances, copies of the Boulder Meadows Rental License will be laminated and attached on the inside of an upper kitchen cabinet door. Emergency contact information will also be displayed at same location.

Rental License renewals are required every four (4) years for each home.

Home Inspections

In order to maintain quality housing, inspections of the home will need to be conducted. It is recommended these be done on a semi-annual basis. Community Manager will schedule with the Tenant a time to conduct this inspection.

Boulder Meadows Home Rental Process (cont'd.)

Rev'd. 3/2015

Home Inspection (cont'd.)

A copy of the ***Inspection Condition Report Manufactured Home Rentals*** should be used to accurately determine status of the home condition. In the event a condition exists that requires immediate attention, the Community Manager shall determine the corrective action to be taken and insure completion. Copy of the ***Inspection Condition Report Manufactured Home Rentals*** is to be kept in Tenant file.

Conditions resulting from Tenant negligence requiring repair should be corrected as soon as possible. A copy of the repair invoice shall be given to Tenant and entered into the Yardi system for collection.

Expenses arising from repairs and or scheduled maintenance will be booked to GL #4095 - R&M Leased Homes.

Physical Move-Out

Should the Tenant elect not to renew their lease, the Community Manager will schedule an inspection of the premises with the Tenant. Using the Tenant's ***Inspection Condition Report Manufactured Home Rentals***, the Community Manager and the Tenant shall determine the condition of the home. This inspection must take place after all Tenant's personal belongings have been removed from the home.

Those items identified during the inspection not considered to be normal wear and tear will be subject to a charge being assessed against the Tenant's Security Deposit. A copy of the ***Inspection Condition Report Manufactured Home Rentals*** along with a **Statement of Security Deposit / Home Rental Only** must be returned to the Tenant within sixty (60) days of the expiration of the lease. Any monies due the Tenant should be included with the **Statement of Security Deposit / Home Rental Only**.

In the event the charges exceed the amount of Security Deposit held, a **Statement of Security Deposit / Home Rental Only** must still be completed and mailed to the Tenant within sixty (60) days of expiration of lease.

Home Rental Leasing Bonus

Rev'd. 9/2013

Leasing Bonuses are bonuses paid to Community Managers or full-time employees that act as Leasing Agents or any other employee designated by the Regional Vice President ("RVP") to receive a Leasing Bonus for the successful leasing (rental) of a manufactured home in a Uniprop community.

The RVP is not paid a Leasing Bonus.

There are two (2) types of leases:

1. "New" Leases – leases to a tenant that has never leased a home in the community
2. "Renewal" Leases – leases to tenants that have already leased a home, whether the same home or a different home

For "new" leases, the Leasing Bonus amount is as follows:

1. \$500 for a lease of twelve (12) months or greater
2. \$300 for a lease of less than twelve (12) months (only allowed in certain communities; check with your RVP to confirm)

For "renewal" leases, the Leasing Bonus amount is as follows:

1. \$100 for each renewal lease executed each time it is renewed

Leasing Bonuses are calculated at the end of each calendar quarter (at the end of March, June, September, and December) and are for leases signed during that quarter only.

Leasing Bonuses are paid within sixty (60) days of the quarter end.

Leasing Bonuses are paid along with the quarterly Community Manager Bonus Plan. If the Bonus Plan is suspended or eliminated, then Leasing Bonuses are paid quarterly independent of the Bonus Plan.

Leasing Bonuses are paid in full as described above; there is no deferral or "waiting period". The Leasing Bonus is not dependent on the payment history of the tenant.

In the event the person due to receive a Leasing Bonus resigns or is terminated after the Leasing Bonus is earned, but before it is paid, all unpaid Leasing Bonuses are forfeited immediately upon resignation or termination.

If an outside broker is used to lease a home and paid a commission, then the Leasing Bonus earned by the Community Manager or designee is reduced to \$200 for a "new" lease, and \$50 for a "renewal" lease.

BOULDER MEADOWS HOME LEASE CONTRACT

THIS AGREEMENT made this ____ day of _____, by and between Boulder Meadows, herein called "Landlord," and _____, _____, _____, _____, herein called "Tenant." Landlord hereby agrees to rent to Tenant the manufactured home located in the City of Boulder, State of Colorado, described as follows: 4500 19th Street, #____, Commencing on the ____ day of _____, 20____, and monthly thereafter until the ____ day of _____, 20____, at which time this agreement is terminated. Landlord rents the demised premises to Tenant on the following terms and conditions:

1) Contract Term

The initial term of the Lease Contract begins on the ____ day of _____, 20____, and ends at midnight the ____ day of _____, 20____. Tenant must give written move-out notice as required.

2) Notice to Quit and Holdover

Tenant agrees, at least sixty (60) days prior to the expiration of the term, to give written notice to Landlord of the Tenant's intention to vacate the home at the end of the term of the Lease Contract. If such notice is not timely given, Tenant shall be liable for and agree to pay Landlord the rent due for the following month if the home is not re-rented. Landlord is not obligated to give sixty (60) days notice. Landlord must give the appropriate notice provided for in the Colorado Revised Statutes, which in some cases is as little as three (3) days notice. In the event that Tenant holds over the home after the term of the Lease Contract, the tenancy shall be deemed a month-to-month residency.

3) Rent

Tenant agrees to pay Landlord as base rent the sum of \$_____ per month, due and payable monthly in advance on the first (1st) day of each month during the term of this agreement. Rent must be received by 5:00 P.M. If the rent has not been received by 5:00 P.M. on the fifth (5th) of the month, then a three-day notice will be posted.

4) Payment of Rent

Tenant shall pay \$_____ per month for rent, payable in advance and without demand at the on-site manager's office. Tenant must pay rent on or before the first (1st) day of each month. Landlord may, at Landlords' option, require at any time that Tenant pay all rent and other sums in certified or cashier's check, money order, or one monthly check, rather than multiple checks. Rent may not be paid in cash. Prorated rent to the first (1st) of the next month is \$_____. If Tenant doesn't pay rent or other charges on time, all remedies under this Lease Contract will be authorized. If Tenant doesn't pay all rent on or before the fifth (5th) day of the month, Tenant shall pay an initial late charge of Fifty Dollars (\$50.00). Tenant shall pay a charge of Twenty-Five Dollars (\$25.00) for each returned check, plus late charges from due date until Landlord receives acceptable payment. Tenant may not withhold or offset rent for any reason.

5) Additions to Rent for Payment of Certain Utilities

Tenant will be billed for water & sewer service as additional rent each month. Trash service is included in the rent. Tenant is responsible to contract and pay for other desired utilities.

6) Rental Collection Charge

Tenant hereby acknowledges that late payment will cause Landlord to incur costs not contemplated by this Rental Agreement, the exact amount of which will be extremely difficult to ascertain. In the event rent is not received prior to 5:00 P.M. on the fifth (5th) of the month, regardless of cause including dishonored checks, Tenant further agrees to pay a late charge to Landlord equal to Fifty Dollars (\$50.00). Neither ill health, loss of job, financial emergency, nor other excuse will be accepted for late payment.

7) Bad-Check Servicing Charge

In the event Tenant's check is dishonored and returned of any reason to Landlord, Tenant agrees to pay as additional rent the sum equal to Twenty-Five Dollars (\$25.00) for each occurrence. This amount shall be in addition to all late fees. If for any reason a check is returned or dishonored, all future rent payments will be by money order or bank check.

8) Delay of Occupancy

If occupancy is or will be delayed for construction, repairs, cleaning, or a previous Tenant's holding over, Landlord shall not be liable to Tenant for the delay. The Lease Contract will remain in force subject to: (1) abatement of rent on a daily basis during delay; and (2) Tenant's right to terminate as set forth below. If the delay is longer than seven (7) days, Tenant shall have the right to terminate this Lease Contract. The termination notice must be in writing. After termination, Tenant is entitled only to a refund of the deposit(s) and any rent paid. Rent abatement or Lease Contract termination does not apply if delay is for cleaning or repairs that do not prevent Tenant from occupying the home.

9) Copies and Attachments

This Lease Contract has been executed in multiple copies – one (1) for Tenant and one (1) or more for Landlord. By signing the Lease Contract, Tenant acknowledges the receipt of a copy of the Lease Contract and all its attachments. Tenant should retain a copy of the Lease Contract and all attachments.

10) Use

The Tenant agrees to use the premises only as a residence for self, and those persons identified below.

_____, _____, _____.

By no means may Tenant allow any additional persons to occupy premise. Tenant agrees to assume all responsibility for actions taken by any person entering the property. Landlord will hold Tenant solely responsible for all damages to property or for violations against this rental agreement.

11) Pets

No pet shall be brought onto the Premises (even temporarily) without the express written permission of the Landlord. If a pet has been in the Premises at any time during the Tenant's occupancy (with or without the Landlord's consent), a charge may be made for de-fleaing, deodorizing, and/or shampooing, and/or damages occasioned by the pet. Any animals on the property not registered under this Rental Agreement will be presumed to be strays and will be disposed of according to law, at the option of the Landlord.

12) Non-assignment of Rental Agreement

Tenant agrees not to assign this agreement, nor to Sublet any part of the property, nor to allow any other person to live therein without first requesting permission from the Landlord and paying the appropriate surcharge. Further, that covenants contained in this Rental Agreement, once breached, cannot afterward be performed; and that unlawful detainer proceedings may be commenced.

13) Legal Obligations

Tenant hereby acknowledges that they have a legal obligation to pay their rent on time each and every month regardless of any other debts or responsibilities they may have. They agree that they will be fully liable for any back rent owed. They also acknowledge that defaulting on this Rental Agreement could result in a judgment being filed against them and a lien being filed against their current and future assets and/or earnings.

14) Attorney's Cost

If court action is sought by either party to enforce the provisions of the Rental agreement, attorney's fees and costs may be awarded to the prevailing party in the court action.

15) Repair policy

The Tenant shall use customary diligence in care of the Premises. The Tenant is encouraged to treat this as their home, in that all minor repairs are expected to be performed by or at the direction of the Tenant, at the sole responsibility of the Tenant. Any and all repairs made at the direction of the Tenant shall be done by a competent professional or by the Tenant, providing that the Tenant is capable and qualified to make said repairs. All repairs shall be done in compliance with all applicable codes and regulations. Any repair that is estimated to cost more than Fifty Dollars (\$50.00) must receive permission of the Landlord prior to being made. Under no circumstances will Landlord be responsible for any improvements or repairs costing more than Fifty Dollars (\$50) unless the Tenant is given written authorization to make repairs or improvements in advance. The Tenant acknowledges responsibility for any damages caused by their negligence and that of their guests or invitees.

16) Occupancy

Tenant to Maintain dwelling unit as follows:

- 1) Comply with all obligations primarily imposed upon tenant by applicable provisions of building codes materially affecting health and safety.
- 2) Keep that part of the premises that he occupies and uses as clean and safe as the condition of the premises permit.
- 3) Dispose from his dwelling unit all rubbish, garbage, and other waste in a clean and safe manner.
- 4) Keep all plumbing fixtures in a dwelling unit or used by the tenant as clean as its condition permits.
- 5) Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appliances.
- 6) Not deliberately or negligently destroy, deface, damage, impair, or remove any part of the premises or knowingly permit any person to do so.

- 7) Conduct himself/herself and require other persons on the premises with his consent to conduct themselves in a manner that will not disturb his neighbor's peaceful enjoyment of the premises.

Tenant warrants that he/she will meet above conditions in every respect, and acknowledges that failure to perform the obligations herein stipulated will be considered grounds for termination of this agreement and loss of any or all deposits.

17) Security Deposit

The Tenant has deposited with, and the Landlord acknowledges receipt of, \$ _____ as a Security Deposit. This Security Deposit is to guarantee the return of the Premises to the Landlord in the same or better condition as when accepted by the Tenant, reasonable wear excepted, and to satisfy any obligations of the Tenant unfulfilled at the termination of this Lease Agreement, as specified herein. Satisfactory compliance with this section includes removing all trash and belongings of the Tenant. If any provision of this Lease Agreement is violated, the Security Deposit is forfeited. The Security Deposit is to indemnify the Landlord against damage and/or loss of value as a result of the Tenant's action, mistake, or inaction during the term of occupancy. The Security Deposit may not be applied by the Tenant as and for payment of any rent due the Landlord. Should the Tenant be responsible for damage and/or loss of value to the Premises greater than the value of the Security Deposit, the Tenant hereby agrees to reimburse the Landlord for such loss immediately upon the presentation of a bill for said damage and/or loss. The Landlord shall return the balance of said Security Deposit, if any, to the Tenant at the Tenant's forwarding address, upon vacating, return of keys to the Landlord, and termination of this contract according to other terms herein agreed. The deposit will be returned within sixty (60) days after the Tenant vacates the Premises, along with an itemized statement as to the deductions, if any, from said Security Deposit. The Security Deposit must be paid in full prior to Tenants moving into the home.

18) Cleaning Fee

Tenant hereby agrees to accept the property in its present state of cleanliness. They agree to return the property in the same condition or better, or pay a minimum Two Hundred Fifty Dollars (\$250.00) cleaning fee to cover Landlord costs for having the property professionally cleaned. If the Landlord notifies Tenant to clean up the property at any time, and the Tenant neglects to do so, the Landlord will charge the Tenant a minimum Two Hundred Fifty Dollars (\$250.00) cleaning fee.

19) Plumbing and Electricity

Tenant agrees not to put or pour any debris, grease, paper towels, Q-tips, tampons, newspaper, food, or any other matter in the sink drain or toilets. Tenant agrees to pay the entire amount on bills for all sewer cleaning services resulting from clogged pipes/sewer back-up.

Tenant must not overload electrical circuits. Only two (2) electrically-operated items may be plugged in any electrical receptacle.

20) Tenant Cooperation

Tenant agrees to cooperate with Landlord/Agent in showing property to prospective tenant prior to termination of occupancy.

21) Removal of Landlord's Property

If anyone removes any property belonging to Landlord without the express written consent of Landlord, this will constitute abandonment and surrender of the premises by Tenant and termination by them of this Rental Agreement. Landlord may also take further legal action.

22) Tenant Insurance

No rights of storage are given by this Lease Agreement. The Tenant agrees to hold the Landlord harmless from any liability by reason of personal injury to any person and for property damage occurring on or about or connected with the Premises or resulting from the Tenant use thereof. The Tenant hereby acknowledges this and agrees to make no such claims for any losses or damages against the Landlord. The Tenant agrees to purchase Renter's Insurance at their own expense, sufficient to cover themselves and their property from damage or injury caused by fire, theft, burglary, and breakage, and electrical connections and hereby relieves the Landlord of all risks that may be insured thereunder. They acknowledge that if they fail to procure such insurance, it is their responsibility and they alone shall bear the consequences.

23) Abandonment

If Tenant leaves the premises unoccupied for fifteen (15) days without paying rent in advance for that month, or while owing any back rent from previous months which has remained unpaid, the Landlord and/or his representatives have the

right to take immediate possession of the property and to bar the Tenant from returning. Landlord will also have the right to remove any property that the Tenants have left behind and store it at Tenant's expense.

24) Lock Policy

No additional locks will be installed on any door without the written permission of Landlord. Landlord will be given duplicate keys for all locks so installed at the Tenant's expense, before they are installed.

25) Keys

Tenant will be provided two (2) house keys and one (1) shed key. Additional or replacement keys may be provided for Twenty Dollars (\$20.00) per key. Keys must not be duplicated.

26) Condition of Premises

The Tenant acknowledges that the said property is in good condition. If there is anything about the condition of the property that is not good, they agree to report it to Landlord within three (3) days of taking possession of the property. They agree that failure to file any written notice of defects will be legally binding proof that the property is in good condition at the time of occupancy.

27) Inventory and Inspection Record

An Inventory and Inspection Record has been provided for the Tenant's use. Only after this has been filled out (within the three (3) day time limit) will the Landlord take any action to complete the necessary repairs. Landlord warrants that all major systems will be functional and in good repair at time of possession. Light switches, wall plugs, doors, windows, faucets, drains, locks, toilets, sinks, heater, etc., will either be in working order or will be repaired once Tenant has completed the Inspection and Inventory Record. Tenant is encouraged to report any necessary repairs, no matter how slight, in writing, but they are hereby advised the Landlord does not normally repair or replace nonfunctional items such as paint, carpets, etc., every time a property changes possession. Those items are scheduled for repair/replacement at regular intervals regardless of tenant turnover.

28) Tenant Responsibility

Good housekeeping is expected of everyone. Tenant agrees to keep quarters clean and in sanitary condition. The Tenant agrees not to permit any deterioration or destruction to occur while they are occupying the property. They agree to maintain the walls, woodwork, floors, furnishings, fixtures and appliances (if any), windows, screens, doors, plumbing, air-conditioning and heating, electrical and mechanical systems, as well as the general structure and appearance of the property. Tenant agrees to follow all Landlord instructions, especially where posted.

29) Snow Removal

Tenant is responsible for removal of snow from the public sidewalk associated with his home. Snow should be removed before noon (12:00 p.m.) of the day following the snowfall.

30) Mailbox

The mailbox is the property of the Landlord and is not to be altered in any way by the Tenant.

31) Alterations

Tenant shall make no alterations, decorations, additions, or improvements in or to the premises without the Landlord's prior written consent, and then only by contractors or mechanics approved by Landlord. All alterations, additions, or improvements upon the premises, made by either party, shall become the property of Landlord and shall remain upon, and be surrendered with said premises, as a part thereof, at the end of the term hereof.

The Tenant specifically agrees that no tacks, nails, screws, etc., will be driven into the walls, nor will they be marred or torn by glue or tape. They also acknowledge that they will be responsible for and pay any damage done by rain, wind, hail, tornadoes, hurricanes, etc., if this damage is caused by leaving windows open, allowing stoppage and/or overflow or water and/or sewage pipes, broken windows or doors, torn screens, broken door and window locks, etc., or any damage caused while Tenant has occupancy.

32) Vehicle Policy

The Tenant agrees never to park or store a motor home, camper, trailer, boat, or any sort of recreational vehicle on the premises and to park automobiles only on the paved areas provided. Junk cars, cars on blocks, non-functional vehicles, or unlicensed automobiles are not permitted on property. Removal will be at the expense of the Tenant. Tenant agrees that any vehicle parked on unpaved areas may be towed and stored at Tenant expense. Tenant agrees to pay for any fines resulting from a summons issued to Landlord resulting from improper parking. Tenant will be charged a Three Hundred Fifty Dollar (\$350.00) court charge along with the cost of all other fines, if the Landlord is required to go to court.

The Tenant must follow rules and laws of the city Parking Department concerning parking.

33) Utilities

Tenant will be responsible for payment of all utilities, water and sewer charges, telephone, gas, or other bills incurred during their residency. Tenant specifically authorizes Landlord to deduct amounts of unpaid bills from their Security Deposits in the event they remain unpaid after termination of this agreement. (See section 3 for details on payment of certain utilities.)

34) Non-Liability

The Tenant hereby states that any work or repairs that need to be done will be handled by professionals, unless Tenant is qualified and capable of doing the work themselves and doing it properly, in a safe manner that meets all federal, state, and local regulations. Tenant further states that they will be legally responsible for any mishap they either do themselves or hire others to do. Landlord will be held free from harm and liability along with his agents and representatives. In the event that needed repairs are beyond the Tenant capacity, they are urged to arrange for professional help.

35) Disclosure of Landlord Agent

The Landlord, Boulder Meadows, may be represented at various times by its employees or agents, who will carry identification. Landlord's address is: 4500 19th Street, Boulder, Colorado 80304.

36) Validity of Lease Provisions

Any provision set forth in this Rental Agreement which is contrary to the state Landlord and Tenant laws shall be treated by Landlord and Tenant as void and as if it were not set forth herein, but all other provision of the Rental Agreement shall remain in full force and effect.

37) Access To Premises

The Landlord reserves the right to enter the residence at reasonable times to inspect, make necessary repairs, supply services or show it to prospective Tenants, purchasers, mortgages, workmen, or contractors. Whenever practicable, a twenty-four (24) hour notice of the Landlord's intent to enter shall be given to the Tenant. The Landlord may also display "for rent" and "for sale" signs on the building of which the rented residence is a part.

38) Pest-Control Policy

Tenant is responsible for any ongoing pest control service, if the Tenant desires such a service. Landlord is not responsible for any damage done to the Tenant's person, or property by such pests, or to the person or property of Tenant's family or any other persons on the premises.

39) Default By Tenant

Tenant shall be in default if: (1) Tenant fails to pay rent or other amounts provided by this Lease Contract when due; (2) Tenant or any guest or occupant violates this Lease Contract, covenant rules, or fire, safety, health, or criminal laws, regardless of whether arrest or conviction occurs; (3) Tenant abandons the Mobile Home; (4) Tenant gives or gave incorrect or false information in a rental application; (5) Tenant or any occupant is arrested for a criminal offense involving actual or potential physical harm to a person, or involving possession, manufacture, or delivery of a controlled substance, marijuana, or drug paraphernalia as defined in Colorado Law; or (6) any illegal drugs or paraphernalia are found in the Mobile Home. If in default, Landlord may exercise one or more of the following remedies, without limiting any other right or remedy.

Eviction: If Tenant defaults, we may end Tenant's right of occupancy by giving notices required by Colorado Law and exercising all legal rights. Notice may be by: (1) personal delivery to any Tenant; (2) personal delivery at the Home to any occupant over eighteen (18) years old; or (3) affixing the notice to the Home's main entry door, and by first-class mail to the home address. Termination of possession rights or subsequent re-letting doesn't release Tenant from liability for future rent. After giving notice to vacate or filing an eviction suit, we may still accept rent or other sums due; the filing, or acceptance doesn't waive or diminish Landlord's right of eviction or any other contractual or statutory right. Accepting money at any time doesn't waive Landlord's right to damages, past or future rent, or other sums.

40) Attorney Fees and Other Remedies

Landlord may report unpaid amounts to credit or collection agencies. Upon default, Landlord shall have all other legal remedies, including Lease Contract termination. Tenant hereby agrees that in the event of the retention, employment, or use of an attorney by Landlord because of any violation or breach of any covenant or provision of this Lease Contract, Tenant shall pay Landlord's attorney fees, all of which shall be considered additional rent. Tenant shall be responsible for

said fees whether or not litigation is actually commenced, and Tenant shall be responsible for said fees because of any breach by any occupant or guest. If Tenant's account is placed for eviction or collection, Landlord may recover all costs of eviction or collection, including a reasonable sum for attorney fees, whether or not a suit is filed. Late charges are liquidated damages for Landlord's time, inconvenience, and overhead in collecting late rent (but are not for attorney's fees and litigation costs). Tenant shall pay all collection agency fees in addition to the amounts that are due under this Lease Contract.

41) Interpreting This Lease Contract

Neither Landlord nor any of Landlord's representatives have made any oral promises, representations, or agreements. This Lease Contract is the entire agreement. Landlord's representatives (including management personnel, employees, and agents) have no authority to waive, amend, or terminate this Lease Contract or any part of it, and no authority to make promises, representations, or agreements that impose security duties or other obligations on Landlord or Landlord's representatives unless in writing. All notices and documents shall be in English or, at Landlord's option, in any language that Tenant reads or speaks.

42) Move-Out Procedures

Once a move-out date is established by the written notice required of Tenant or Landlord by the Lease Contract, the move-out date cannot be changed unless agreed in writing. Tenant shall not move out before the Lease Contract term or renewal period ends unless all rent for the entire Lease Contract term or renewal period is paid in full. Early move-out may result in acceleration of future rent and re-letting charges. Before moving out, Tenant shall pay all rent through the end of the Lease Contract term or renewal period. Tenant will not stay beyond the date Tenant is supposed to move out. Tenant shall give Landlord and the U.S. Postal Service, in writing, each Tenant's forwarding address.

43) City, County, or State Violations

Tenant is responsible for paying all violation fees issued against the house by the city, county, or state for non-compliance to city, county, or state laws. If the landlord is required to appear in court, tenant shall pay an additional Three Hundred Fifty Dollars (\$350.00) fee to compensate landlord for his time.

44) Waiver

All rights given to Landlord by this agreement shall be cumulative in addition to any laws that exist or might come into being. Any exercise of any rights by Landlord or failure to exercise any rights shall not act as a waiver of those or any other rights. No statement or promise by Landlord, its agents or employees, as to tenancy, repairs, amount of rent to be paid, or other terms and conditions shall be binding unless it is put in writing and made a specific part of this agreement.

45) Legal Binding

Tenant hereby states that they have the legal rights to sign for any and all other Tenants and to commit them to abide by this contract.

46) Terms

In this agreement, the singular number where used will include the plural, the masculine gender will include the feminine, the term Landlord will include Landlord, Lessor, and the term Tenant will include Tenant, Lessee.

47) Full Disclosure

The Tenant signing this Rental Contract hereby states that all questions about this Rental Agreement have been answered and that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions or lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgment and he/she has received a signed copy of the Rental Agreement.

Accepted this ____ day of _____, 20____.

Landlord

Tenant

Tenant

Tenant

Tenant

MOLD ADDENDUM

This Mold Addendum is made ____ (date) by ____ ("Landlord") and ____, 4500 19th Street, Site # ____ ("Tenant") and made part of that Boulder Meadows Mobile Home Lease Contract, (the "Lease"). Except as specifically modified by this Mold Addendum, the terms of the Lease and any other attachments thereto shall remain in full force and effect.

Tenant Obligations Regarding Mold:

Tenant shall keep the mobile home, particularly the kitchen, bathrooms(s), carpets, and floors, clean through regular vacuuming, mopping, and use of household cleaners on hard surfaces.

Tenant shall immediately and consistently remove all visible moisture from all surfaces in the mobile home.

Tenant shall periodically inspect all sinks, bathtubs, toilets, shower enclosures, refrigerators, dishwashers, water heaters, washing machines, dryers, humidifiers, dehumidifiers and air conditioners and the connections, discharge lines and the areas surrounding each, to ascertain whether there are any water leaks or signs of water leaks.

Tenant shall immediately inform Landlord, in writing, of any water leaks or signs of water leaks as well as any missing grout or caulk in tiled areas.

Tenant shall reasonably prevent and shall immediately clean and dry all plant watering overflows, beverage spills, cooking spills, pet urination, and overflows from fixtures and appliances.

Tenant shall ensure that all shower doors and curtains are utilized to prevent water from escaping any tub or shower enclosure.

Tenant shall not allow damp clothes and towels to accumulate and shall consistently hang towels on towel racks to allow them to dry.

Tenant shall keep all windows and doors closed during adverse weather and when the apartment is unattended.

In the event of visible accumulation of mold on hard surfaces, Tenant shall immediately clean the accumulated and surrounding area with soap or detergent and allow the area to dry. Within twenty-four (24) hours of the initial cleaning, Tenant shall apply a spray-on type biocide (such as Lysol Disinfectant or Pine-Sol Disinfectant) in accordance with the product's instructions and labeling.

Tenant shall place and store Tenant's personal property to prevent it from becoming wet or damaged in the event of water leakage, backup, or flooding.

Landlord Obligations Regarding Mold:

Upon written notification by Tenant, Landlord shall, within a reasonable time, repair water leaks in the mobile home, provided such leaks are not caused by the misuse, use, or neglect of Tenant, or any Occupants, guest, or invitees of Tenant, or by any violation of the Lease or this Mold Addendum by Tenant, or any Occupants, guest, or invitees of Tenant.

Upon written notification by Tenant, Landlord shall, within a reasonable time, clean or apply biocides to visible mold on porous surfaces such as sheetrock walls and ceilings, provided such visible mold has not been caused by the misuse, use, or neglect of Tenant, or any Occupants, guest, or invitees of Tenant or by any violation of the Lease or this Mold Addendum by Tenant, or any Occupants, guest, or invitees of Tenant.

Remedies:

Landlord does not warrant or represent that the mobile home shall be free from mold.

A breach of this Mold Addendum by Tenant shall be a material violation of the Lease allowing Landlord to recover possession of the Mobile Home, following Demand for Possession or Compliance in accordance with state law, and all other rights and remedies contained in the Lease.

In the event of a breach of this Mold Addendum by Landlord, Tenant's sole and exclusive remedy shall be to immediately vacate the mobile home and Tenant's obligations to continue to pay rent shall terminate on the date Tenant delivers possession of the mobile home to Landlord. Landlord shall in no event be liable for consequential damages such as damages to Tenant's personal property, or claims of adverse health conditions associated with exposure to mold.

Warranties, Indemnifications, and Releases:

Tenant hereby indemnifies and shall hold Landlord harmless from any and all claims or causes of actions, arising (in whole or in part) from Tenant's breach of the obligations contained in this Mold Addendum.

Tenant hereby releases Landlord from any and all claims of Tenant or Occupant for the presence of mold in the mobile home, other than claims based on breach of this Mold Addendum by Landlord and further releases Landlord from any and all claims of consequential damages such as damages to Tenant's personal property, or claims of adverse health conditions associated with exposure to mold.

Landlord:

Tenant:

By: _____

CITY OF BOULDER ORDINANCES

OCCUPANCY LIMITS

A. The dwelling unit you will be renting or leasing at the address of: 4500 19th Street, #_____ may be occupied by no more than _____ unrelated persons. (Occupancy information can be obtained by calling 303-441-1880)

B. Under the current lease or rental agreement, the only people permitted to occupy the dwelling unit are:

C. City of Boulder laws permit a renter or lease holder to have a temporary house guest. However, if any guest becomes a resident of the apartment or dwelling unit, and if this produces a violation of the legal occupancy limit, a criminal prosecution can result.

D. Violations of the occupancy laws of the City of Boulder can result in criminal prosecution and fines of up to \$2,000 for each day in violation.

NOISE ORDINANCES:

The City of Boulder has several ordinances that regulate noise. Violations of any of these ordinances can result in criminal prosecutions. The laws include:

CITY OF BOULDER

Planning and Development Services

1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791
Phone 303-441-3152 • fax 303-441-3241 • e-mail plandevlop@bouldercolorado.gov
www.boulderplandevlop.net

Revised August 05 MA

1. **Disruption of Quiet Enjoyment of the Home, Section 5-3-8, B.R.C. 1981.** This focuses on individuals who engage in loud behavior that disrupts a neighbor who is in his or her own house.
2. **Unreasonable Noise, Section 5-6-1, B.R.C. 1981.** This is a provision which can be used when officers, standing more than 100 feet away from a noise source, hear amplified music in a residential zone after 11:00 p.m.
3. **Excessive Sound Levels, Section 5-6-2, B.R.C. 1981.** This is based upon measuring sound levels with meters. Noise must not exceed 50 dBA between 11:00 p.m. and 7:00 a.m. in a residential zone. Late at night, the ambient or background noise level in most neighborhoods is approximately 35 dBA. A sound 15 decibels greater than the background noise (50 dBA), such as a loud stereo, will wake the average person from a deep sleep.

A violation of any of these noise ordinances can result in criminal prosecution and a maximum fine of up to \$1,000 and 90 days in jail.

FIREWORKS ORDINANCE:

Fireworks, Section 5-6-6, B.R.C. 1981. Except for police, military, and certain other personnel described in Boulder's Code, it is illegal for anyone to possess fireworks in any public or private place or to explode fireworks anywhere with the City of Boulder without first having obtained a permit.

NUISANCE PARTY ORDINANCE:

A nuisance party is a gathering at which one of a number of violations of Boulder's code provisions occurs. These include the unlawful consumption of alcohol, the unlawful provision of alcohol to minors, property damage, obstruction of traffic, or the generation of excessive noise.

A nuisance party is also any party at which an open keg of beer is located in the front yard setback, on the front porch, or in an unscreened side yard, of a property.

Any person convicted of holding a nuisance party can be criminally prosecuted and sentenced to a fine of up to \$1,000 and 90 days in jail.

TRASH, WEED & SNOW REMOVAL ORDINANCES:

Trash Contract Required, Section 6-3-3(b), B.R.C. 1981. Every owner, manager, or operator of rental property is required to maintain a valid contract with a commercial trash hauler for the weekly removal of accumulated trash. You should understand the manner in which trash and recycling are to be dealt with at your rental unit. *Revised August 05 MA*

Growth or Accumulation of Weeds Prohibited, Section 6-2-3, B.R.C. 1981. It is a violation to allow weeds to grow to a height greater than twelve (12) inches.

Duty to Keep Sidewalks Clear of Snow, Section 8-2-13, B.R.C. 1981. Occupants of residential units, along with property managers, are responsible to keep public sidewalks and walkways abutting their residential premises clear of snow.

PARKING ON (OR BLOCKING) SIDEWALK:

Parking on a Sidewalk Prohibited, Section 7-6-13(a)(1), B.R.C. 1981. No vehicle may be stopped or parked on a sidewalk or within a sidewalk area. This prohibits parking in a driveway in a manner that blocks a sidewalk.

INTEREST DUE ON SECURITY DEPOSITS:

Interest Rates on Security Deposits, Sections BRC 12-2-2 and 12-2-7, B.R.C. 1981. Interest must be paid to tenants on any security deposit for residential leases.

I have read and understand these disclosures and potential consequences including that if I violate these city regulations, my tenancy can be terminated and I can be subject to eviction. This is be signed by every tenant, other than minor children living with a supervising parent or other custodian.

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

INSPECTION CONDITION REPORT MANUFACTURED HOME RENTALS

KEEP A COPY FOR YOUR RECORDS

Occupant: _____ Date: _____

Unit Address: _____ Phone: _____

TO BE COMPLETED BY MANAGERS AND/OR RESIDENTS AT CHECK-IN AND CHECK-OUT

Rate each item according to this scale:

- | | | |
|-------------------------|----------------------------------|-----------------------------|
| 1. Like New | 4. Needs Repair (make comment) | 7. Needs Painting |
| 2. Good Condition | 5. Missing and Needs Replacement | 8. N/A |
| 3. Acceptable Condition | 6. Needs Cleaning (make comment) | () = quantity of that item |

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		LIVING/DINING ROOM		
		Closet/Doors		
		Floor/Carpets		
		Heat Registers		
		Ceiling		
		Ceiling Hooks		
		Ceiling Fan		
		Windows & Tracks		
		Frames		
		Screens		
		Latch/Crank		
		Drapes/Window Covering		
		Rods/Pull Cord		
		Walls & Woodwork		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Cable Connection		
		Light Fixtures		
		Bulbs		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		LIVING/DINING ROOM cont'd.		
		Screen Door		
		MASTER BEDROOM		
		Door		
		Closet/Doors		
		Floor		
		Heat Register		
		Ceiling		
		Ceiling Hooks		
		Ceiling Fan		
		Windows & Tracks		
		Frames		
		Screens		
		Latch/Crank		
		Drapes/Window Covering		
		Rods/Pull Cord		
		Walls & Woodwork		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Cable Connection		
		Heater Controls		
		Light Fixtures		
		Bulbs		
		MASTER BATHROOM		
		Door		
		Closet/Doors		
		Floor Covering		
		Tiles/Linoleum		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		MASTER BATHROOM cont'd.		
		Heat Register		
		Ceiling		
		Ceiling Hooks		
		Windows & Frames		
		Screens		
		Latch/Crank		
		Walls & Woodwork		
		Wall Tile		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Light Fixtures		
		Bulbs		
		Bathtub/Shower		
		Bathtub – Stopper		
		Bathtub – Faucets		
		Bathtub – Drain		
		Bathtub – Shower Head		
		Bathtub – Curtain Rod		
		Bathtub – Soap Dish		
		Toilet – Stool & Lid		
		Toilet – Tank		
		Toilet – Seat		
		Sink		
		Sink – Stopper		
		Sink – Faucets		
		Sink – Drains		
		Sink – Soap Dish		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		MASTER BATHROOM cont'd.		
		Sink – Aerator		
		Fan		
		Mirror & Medicine Cabinet		
		Vanity - Inside & Out		
		Towel Bars		
		GUEST BEDROOM #1		
		Door		
		Closet/Doors		
		Floor		
		Heat Register		
		Ceiling		
		Ceiling Hooks		
		Ceiling Fan		
		Windows & Tracks		
		Frames		
		Screens		
		Latch/Crank		
		Drapes/Window Covering		
		Rods/Pull Cord		
		Walls & Woodwork		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Cable Connection		
		Heater Controls		
		Light Fixtures		
		Bulbs		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		GUEST BEDROOM #2		
		Door		
		Closet/Doors		
		Floor		
		Heat Register		
		Ceiling		
		Ceiling Hooks		
		Ceiling Fan		
		Windows & Tracks		
		Frames		
		Screens		
		Latch/Crank		
		Drapes/Window Covering		
		Rods/Pull Cord		
		Walls & Woodwork		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Cable Connection		
		Heater Controls		
		Light Fixtures		
		Bulbs		
		GUEST BATHROOM		
		Door		
		Closet/Doors		
		Floor Covering		
		Tiles/Linoleum		
		Heat Register		
		Ceiling		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		GUEST BATHROOM cont'd.		
		Ceiling Hooks		
		Windows & Frames		
		Screens		
		Latch/Crank		
		Walls & Woodwork		
		Wall Tile		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Light Fixtures		
		Bulbs		
		Bathtub/Shower		
		Bathtub – Stopper		
		Bathtub – Faucets		
		Bathtub – Drain		
		Bathtub – Shower Head		
		Bathtub – Curtain Rod		
		Bathtub – Soap Dish		
		Toilet – Stool & Lid		
		Toilet – Tank		
		Toilet – Seat		
		Sink		
		Sink – Stopper		
		Sink – Faucets		
		Sink – Drains		
		Sink – Soap Dish		
		Sink – Aerator		
		Fan		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		GUEST BATHROOM cont'd.		
		Mirror & Medicine Cabinet		
		Vanity - Inside & Out		
		Towel Bars		
		KITCHEN		
		Floor Covering		
		Tiles/Linoleum		
		Heat Register		
		Heater Controls		
		Ceiling		
		Ceiling Hooks		
		Windows		
		Frames		
		Screens		
		Latch/Crank		
		Window Covering		
		Walls & Woodwork		
		Nail Holes		
		Tape Marks		
		Electrical Outlets		
		Light Switches		
		Light Fixtures		
		Bulbs		
		Sink		
		Sink – Faucets		
		Sink – Drains		
		Sink – Aerator		
		Sink – Disposal		
		Stove		
		Stove – Burners		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		KITCHEN cont'd.		
		Stove – Hood Fan		
		Stove – Controls/Timers		
		Stove – Drip Pans		
		Stove – Grease Filter		
		Oven		
		Oven – Racks ()		
		Oven – Broiler Pan ()		
		Oven – Elements		
		Refrigerator		
		Refrigerator – Surface Areas		
		Refrigerator – Interior Areas		
		Refrigerator – Shelves ()		
		Refrigerator – Drawers ()		
		Refrigerator – Door Seal		
		Refrigerator – Door Liner		
		Refrigerator – Ice Trays ()		
		Refrigerator – Freezer		
		Refrigerator – Drip Tray		
		Cabinets		
		Cabinet – Drawers		
		Cabinet – Doors		
		FRONT ENTRANCE		
		Countertop		
		Door		
		Lock/Deadbolt		
		Kick Plate		
		Steps – Floors		
		Steps – Tread		
		Steps – Handrail		

Inspection Condition Report cont'd.

Rating at Move-in	Comments at Move-in		Rating at Move-out	Comments at Move-out
		FRONT ENTRANCE cont'd.		
		Light Fixtures & Bulbs		
		BACK ENTRANCE		
		Door		
		Lock/Deadbolt		
		Kick Plate		
		Steps – Floors		
		Steps – Tread		
		Steps – Handrail		
		Light Fixtures & Bulbs		
		PATIO/BALCONY		
		Sliding Door		
		Glass		
		Screen Door		
		Screens		
		Screen Hardware		
		Cleanliness		
		GENERAL		
		Air Conditioner		
		Telephone Jacks		
		Hallways – Walls		
		Hallways – Carpet		
		Hall Closet		
		Coat Closet		
		Storage Closets		
		Washer/Dryer Hook Up		
		Smoke Detectors		
		Fire Extinguisher		
		Shed		
		Roaches/Rodents		

Inspection Condition Report cont'd.

Miscellaneous:

Owner/Agent will make the following repairs by the following dates:

Repair

Completion Date

Checked at move-in by:

Checked at move-out by:

_____, 20____
(Signature of Owner/Agent) (Date)

_____, 20____
(Signature of Owner/Agent) (Date)

_____, 20____
(Signature of Resident) (Date)

_____, 20____
(Signature of Resident) (Date)

BOULDER MEADOWS COMMUNITY POLICIES

Site # _____

This is an addendum to the Rental Agreement dated the _____ day of _____, _____, by and between Boulder Meadows, hereinafter known as "Property", and _____, _____, _____, _____, hereinafter known as "Resident".

Resident shall comply with the Community Policies stated below and any additional rules applicable to the Premises, the Property and common areas that Agent may deem necessary and that are publicly posted as provided by law.

1. All monies received by Agent must be in the form of personal check, money order, cashier's check, or certified funds. No cash will be accepted at the management office.
2. All garbage, rubbish, and waste shall be promptly disposed of in a clean and sanitary manner at reasonable and regular intervals and is not to be left on patio, deck, front door, or beside the trash cart. Resident assumes all costs of fumigation and extermination of infestation occurring during the resident's tenancy as a result of resident's failure to comply with this policy.
3. Resident and their guests shall refrain from making loud or boisterous noise, or any other objectionable behavior. Resident and their guests shall not commence, suffer or permit any nuisance in, on or about the Premises or Property, or in any way annoy, molest or interfere with the quiet enjoyment of neighboring residents.
4. There shall be no playing, running, loitering or consumption of alcoholic beverages in public greenways, sidewalks, parking lots, pool, sports court, or other common areas.
5. No bicycles, baby carriages, motorcycles or other personal effects shall be stored in or near decks, porches, walks, driveways, or other public areas.
6. No wires, aerials, antennas, or satellite dishes for radio or television shall be installed on the roof, deck, porch, patio, or other parts of the home without prior written permission of the Agent.
7. No blinds, awnings, draw shades, or non-conforming curtains or drapes shall be installed on windows of the home without written permission of Agent. No aluminum foil or tinting on windows shall be permitted.
8. No signs or advertising shall be posted in or about the home, community or common areas without written permission of Agent. There shall be no door-to-door advertising by Resident or their guest.
9. Toilets and sinks are to be used only for the purpose for which they are intended. Do not dispose of dust, rubbish, coffee grounds, toys, diapers, sanitary napkins, tampons, dental floss, cat litter, etc. into toilets or sinks. Resident shall be charged for the unplugging and repairs of toilets, sinks and garage disposals due to misuse.
10. Resident is not permitted access to the roof except in case of an emergency.
11. The laundry room and its facilities shall be used only for washing and drying of the usual personal and household articles. No cleaning with flammable materials or dyeing of clothes in washing machines is permitted. Agent and/or Owner shall not be responsible for loss or damage to personal property. Drying of clothes or other household articles shall not be permitted on patios, decks, or walkways.
12. No recreational vehicles, trailers, boats or campers shall be stored on the community or common areas at any time. Oversized vehicles, as defined as occupying more than one parking space are not permitted on the Property at any time. Changing oil or performing mechanical repairs on automobiles or motorcycles is prohibited. Residents and their guests are allowed to park within the community in designated parking spaces only. Unauthorized cars, cars with expired licenses, or cars considered inoperable will be towed at owner's expense. Notice is not necessary but will be attempted. Motorcycles are to be parked in assigned spaces only. Automobiles or motorcycles parked in fire lanes or handicap spaces without proper authorization will be towed at Agent's discretion without notice to the owner.
13. In the event Resident is locked out of their home, Agent shall assist in gaining entry to the home, without charge during office hours. The charge assessed between 5:00 pm – 9:00 pm is \$10.00, between the hours of 9P00 pm – 8:00 am the charge is \$20.00.
14. The use of decks and porches for the purpose of storage and/or laundry drying is prohibited. Side yards are not to be used as a patio or storage. Please do not clutter with personal belongings. Decks and patios must be maintained in a neat, clean and attractive condition. Outdoor and/or patio furniture is welcomed on your patio or deck only. Gasoline or other hazardous materials are not to be stored in your home or storage shed. Refrain from having dead plants, boxes or garbage on decks/patios at any time.

15. Resident acknowledges the existence of an operating smoke detector in the home. Resident realizes that it is their responsibility to test each smoke detector on a weekly basis to assure the detector is functioning properly. These responsibilities are in effect throughout the Resident's occupancy. Resident agrees to give immediate written notification to the leasing office should the detector be malfunctioning. Resident understands that, per State Code Regulations, a service representative must gain access to said home every six months to check the detector's operation (proper notification will be given).
16. Resident understands that as a convenience to the Resident the leasing office will accept packages/mail/deliveries on behalf of the Resident, **unless a written notice is given stating that the Resident does not want this service.** The Resident also agrees to pick up packages/mail/deliveries within three (3) days of delivery or it will be returned to the sender. Resident understands that agent is not responsible for the loss or condition of any package accepted in the office on behalf of the resident.
17. The use of gas or charcoal grills is strictly prohibited.

I have read and agree to comply with all of the Community Policies. I understand that failure to follow any of the stated policies is considered a substantial violation of the Rental Agreement and, if deemed necessary, is grounds for termination of Residency and eviction from the home.

Resident

Date

Resident

Date

Resident

Date

Resident

Date

Agent/Manager

Date

Boulder Meadows' Statement of Security Deposit / Home Rental Only

Tenant(s) _____

Address _____ City _____ State ____ Zip _____

Lease Term From: __/__/____ To: __/__/____ Deposit Received: __/__/____

Deposit Received.....\$ _____
Interest Earned (____%)......\$ _____
Total Deposit + Earnings.....\$ _____

Cleaning Charges

_____ \$ _____
 _____ \$ _____

Repair Costs

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Unpaid Rents

_____ \$ _____

Unpaid Utilities

_____ \$ _____
 _____ \$ _____

Replaced/repaired furnishings

_____ \$ _____

Legal Costs

_____ \$ _____

Other Charges/Costs

_____ \$ _____
 _____ \$ _____

Total deductions from security deposit.....\$ _____

Balance due to Tenant.....\$ _____

Balance due to Landlord.....\$ _____

Refund Address for Tenant

[Landlord Name]
[Street Address]
[City], [State]
[Zip Code]

[Landlord's Name]
[Street Address]
[Apt. No.]
[City], [State]
[Zip Code]

[Date]

Re: Pay or Vacate

Dear **[Tenant's Name]**:

You are hereby notified that you failed to pay the rent for the property identified above in accordance with the terms of your rental agreement.

You owe the sum of \$_____ that was due on _____.

You must pay the amount of \$_____ within __3__ days of this notice or your rental agreement will terminate and you will be expected to vacate the premises.

If the amount owed is not paid in full within __3__ days of this notice, a Forcible Entry Detainer (F.E.D.) will be brought against you in order to have you removed from the premises.

This notice in no way diminishes your responsibility to pay rent through _____ or until the property is re-rented. A reasonable attempt will be made to re-rent the property as soon as it is vacant.

Thank you for you cooperation in this matter.

Sincerely,

[Landlord Name]

[Phone #] _____

[Landlord's Name]
[Street Address]
[City], [State]
[Zip Code]

[Tenant's Name]
[Street Address]
Apt. No.
[City], [State]
[Zip Code]

[Date]

RE: Notice of Returned Check

Dear **[Tenant's Name]**:

Your rent check dated _____ in the amount of \$_____ has been returned to me for _____. This payment needs to be resubmitted immediately to cover your rent and to avoid further charges.

Please bring the amount of the check, plus the \$_____ fee to cover the bank service charge for returned checks, to me at the above address.

I must ask that this amount of \$_____ be paid by either certified check or money order.

If you have any questions, you can contact me during office hours at the telephone number below.

Thank you for your assistance in this matter.

Sincerely,

[Landlord's Name]

Phone #

[Landlord Name]
[Street Address]
[City], [State]
[Zip Code]

[Tenant's Name]
[Street Address]
[Apt. No.]
[City], [State]
[Zip Code]

[Date]

RE: Notice of Repairs/Maintenance Needed

Dear **[Tenant's Name]**:

During a recent inspection of the rental property located at **[premises address]**, the following conditions are in need of your immediate attention:

- [description of repairs/maintenance to be completed]**
- [description of repairs/maintenance to be completed]**
- [description of repairs/maintenance to be completed]**

According to our rental agreement, resolution of these conditions is your responsibility as tenant(s). Therefore, you are hereby requested to make the noted repairs/maintenance immediately and notify me as soon as they are corrected.

Thank you for your assistance in this matter.

Sincerely,

[Manager Name]
Landlord Name
Phone #

Rent Increase Procedure for Lease Homes

Rev'd. 1/2011

1. Rent increases are given in accordance with the lease home resident's lease expiration date.

Existing residents will be notified of the new rent rate either thirty (30), sixty (60), or ninety (90) days in advance of their lease expiration date in accordance with state law.

2. The home office generates a list of lease home residents who are due for a rent increase on a monthly basis.
 - a) The list of residents is emailed to the Community Manager and the Regional Vice President by the 15th of the month. The list is based on the lease home residents' expiration dates.
 - b) The Community Manager must confirm the accuracy of the list before informing a resident of a rent increase. Check names, expiration date, and rent amount with the ***Lease Agreement***.
3. The Community Manager is to set increases pursuant to the Regional Vice President's direction and notify residents in a timely manner in accordance with state notice requirements.

Colorado	60 days notice
Florida	30 days notice
Michigan	30 days notice
Minnesota	60 days notice
Nevada	90 days notice
New Mexico	60 days notice
Wisconsin	28 days notice

4. The ***Notice of Rent Increases*** are mailed and/or delivered to the lease home resident by the Community Manager.
 - a) The ***Notice of Rent Increases*** must state the amount of the increase and the date the increase becomes effective.
 - b) The Community Manager follows up on ***Notice of Rent Increases*** and encourages residents to sign and return notices, if applicable, to the community office.

NOTE: Signed *Notices of Rent Increases* should be kept in the resident's file. This is also the time when new leases are signed. Certain states require Landlord to offer a one-year lease.

NOTICE OF RENT INCREASE

TO: _____

DATE: _____

ADDRESS: _____

Pursuant to the terms of your lease agreement, this is to inform you that effective _____, your rent at _____ will be increased by \$ _____ per month from \$ _____ to \$ _____ per month, payable on the _____ day of each month.

All other terms of your lease agreement continue to remain in effect.

Please remember that if you choose to terminate your lease, you must provide the required written notice at least thirty (30) days prior to the expiration of the current term which is _____. Failure to provide this required notice indicates your approval to continue the lease with this rent increase.

Thank you for choosing to live in _____. We hope you will continue to live here for a long time.

Please contact me with any questions or concerns.

Sincerely,

Landlord

Phone Number

ACCEPTED:

Resident Signature

Date

Print Name

Resident Signature

Date

Print Name