



ADDENDUM TO THE LEASE
Welcome to Key Partners Property Management!

Date _____ Address: _____

Welcome! You're just about ready to move into your new home. We are very happy to have you as our new tenants, as you know Key Partners is the property manager for your new home. We want to cover a few key points, if you have any questions, please email us at info@keypartnerspm.com. The attached handbook is very important, please read it in its entirety.

Before we can release keys/access to the home, you will need to email us (if you haven't already) the following items five business days before move in, all owners require this so we can't be flexible:

1. Confirmation of deposit and rent paid through your online renter portal (payment must be made 5 business days ahead to avoid any difficulties with your move in. Please add a reminder to yourself).
2. Confirmation numbers of utilities changed to your name; gas, electric, water/sewer and trash.

For leases that do not start on the first day of the month; any prorated amount will be due one month after move in, in the amount of \$ _____ for dates; _____ to _____; made payable through your online portal.

Due 5 business days before move in day (electronic deposits can take up to 4 days to clear):

First Month's Rent: \$ _____
Short Term Fee \$ _____

Pet Deposit: \$ _____
Security Deposit \$ _____

Please check your email for your move in appointment with an agent from Key Partners. If anyone other than the lessee will be picking up a key at move in, we must have written authorization prior to the move in date.

How to report a maintenance problem: Maintenance requests need to be in writing (email), except for emergencies such as free-flowing water, no heat or air conditioning, raw sewage back up. Non-emergency; email us at info@keypartnerspm.com Emergency; text 913-766-2191 or 913-406-5917. If you do not get a live person, you MUST text 911 with your message to the same number(s).

Emergency repairs are repairs that must be done immediately to avoid damage to the property and to maintain the safety and health of residents. (Example: a water pipe that has broken and water is free flowing). It is the renter's responsibility to make sure hoses are disconnected from all outside faucets during cold weather to prevent frozen pipes. Depending upon weather conditions, heating and cooling problems are handled immediately. If you are having a heating or cooling problem during the week, it must be reported at that time. Please do not wait until the evening hours or weekends to address these problems. Remember: Keeping owner costs down, keeps your rental rates down.

The lease and our owners require renters to be responsible for ROUTINE MAINTENANCE. That means that during the term of your lease you will be required to take normal care and perform normal maintenance on the property and its equipment. Typically small cosmetic items under \$100 are tenants' responsibility.

Since basements/water infiltration/heavy rain can be unpredictable, please do not place any valuable items directly on the floor of your basement. Use bricks, blocks, pallets, etc. Renters insurance may cover damages, but neither the owner nor KPPM can be held responsible for flooding or accidental water damage.

*Please don't forget to change furnace/ac filters at least every three months; failure to do so can cause furnace damage and the owner can require that the repair charges be billed to you. Plus it adds to your electric bill and unclean air.

Smoking is not allowed in the home, basement or garage. All repairs to return the property to pre-smoking condition will be tenant responsibility and a \$500 fee assessed over and above those costs.

Rules and Requirements: *In order to keep owner costs down and to encourage lease compliance, the following are non-negotiable rules and requirements. All of these require significant extra administrative work. (95% of our tenants follow the lease requirements and never incur any charges.)

*Please read the following carefully and keep as a reference during the term of your lease.

- Rent is paid through [your](#) online portal at [buildium.com](#) and is due on the first day of the month; it takes 3 to 5 days to process electronic deposits
- Rent must be RECEIVED by the 1st and late payments will be charged at a rate of 10% of the monthly rental amount
- Collection Fee (if KPPM has to call, email or text to collect late or returned payments for deposit and/or rent): there is an additional admin fee equal to 3% of rent. If you are late, please be proactive and let us know
- Contractor/Agent reported dirty furnace filter, \$25 plus labor and filter costs to change out
- Appointment Stand up Fee \$50.00
- Rent in split payments are not allowed unless specific arrangements are agreed upon and will generate a \$25 monthly fee
- Roommate change out 100.00. Unauthorized roommate \$250.
- Lease reinstatement Fee \$100.00
- Pet fee \$20 per month per pet. Unauthorized pet \$100 (also a lease violation). Carpet cleaning will include sanitization and pet/pest treatment.

- Unauthorized adult living in the home \$100 (also a lease violation). All adults must apply & be approved by the owner and pay all applicable fees.
- Renter shall pay Key Partners Property Management liquidated damages equal to \$100 for each showing the renter interferes with or refuses to permit entry, (it being agreed that the damages resulting from such interference or refusal to permit such entry are difficult to or impossible to ascertain and the foregoing represents a reasonable estimate of such damages).
- Re-key or Lockout \$100.00 (plus locksmith charges)
- Non-emergency maintenance message/text \$25.00 (emergencies are ONLY: free flowing water, no a/c or heat, raw sewage, toilet back up if only ONE toilet) We need emails for documentation purposes.
- Tenant requested After hours maintenance (non-emergency) fee \$50 admin charge, plus contractor after hours fee
- Phone in Non-Emergency Maintenance \$25.00 (we need an email for documentation)
- Coordination of move-out damage repair or cleaning needed, \$100 admin charge
- Back up inspection \$50.00
- No move in inspection turned in \$25.00. You must scan and email within 2 weeks
- Administrative Lease Break fee \$500. THIS IS OVER AN ABOVE ANY PENALTY YOU MAY INCUR FOR MONETARY DAMAGES TO THE OWNER. You are obligated to pay rent for the entire lease; there is not an early termination clause. If circumstances require you to move from the house during the course of your lease, please contact us for procedures. You will be given termination options and an approximate amount due for the owners out of pocket marketing costs
- Keys not turned into the office at move out \$25 and/or rekey charges if we have no access
- Prorated amounts (if any) will be due the 2nd month of your lease
- Review your lease; please note your responsibilities as a tenant and those of the owner; pay particular attention to the “special agreements” section
- Please use existing nail holes, contact KPPM by email if you want permission to hang pictures/decorations and need to add a nail. Use specialized wall adhesive hangers or very small/skinny nails and do not patch or spackle them at move out. Use matching paint (if available and just touch the area), touch ups can be no larger than a dime.
- The occupant(s) of the property shall be responsible for maintaining the driveway and other paved surfaces and see to it that they are not damaged from any corrosive elements (see lease for specifics).
- Nuisance or noise complaint. 2nd violation \$100.00 (pets/guests/residents)
- DEFAULT; TERMINATION. Renter shall be in default of this Lease if Renter:
 1. fails to pay Rent or any other charge payable under this Lease as and when due;
 2. fails to perform any of the other obligations of Renter herein;
 3. otherwise fails to observe or perform any other condition of this Lease;
 4. vacates the Property prior to the scheduled Expiration Date; or
 5. becomes insolvent.
- Upon the occurrence of any of the above-described events of default by Renter hereunder, Owner shall have the right, in addition to all other rights at law or in equity, to terminate this Lease upon (a) three days written notice if Kansas property, or (b) ten days written notice if Missouri property, mailed to, or posted at, the Property. In addition, in the event Owner or Key Partners Property Management shall mail a notice of default of the terms of this Lease, or a notice of termination to Renter, then Renter shall pay an additional \$35 mailing fee for each such notice. Further, in the event Owner or Key Partners

Property Management shall post a notice of default of the terms of this Lease, or a notice of termination, Renter shall also pay an additional \$75.00 posting fee for each such notice. No reinstatement of this Lease shall be permitted unless these fees, and all other obligations of Renter under this Lease, are fully paid and satisfied. There is no automatic right of Renter to reinstate this Lease without the payment of all past-due amounts (including all past-due Rent and the foregoing fees). Any reinstatement of this Lease shall be at Owner's and Key Partners Property Management's sole choice and option, except as otherwise provided by applicable law. In the event of Renter's breach of this Lease, to the fullest extent permitted by the law of the State where the property is situated, Renter shall pay all costs, including reasonable attorney fees and legal costs, that Owner or Key Partners Property Management incurs in connection with legal proceedings or collection efforts (including mediation) made to collect sums due from Renter under this Lease (for eviction proceedings, attorney fees and legal costs can exceed \$1,000.00; for collection efforts, the fees can be equal to or exceed 40% of the amount due).

As mentioned, 99% of renters never incur any of these penalties. If you have any questions about these policies, please let us know and we will be happy to help with those.

We sincerely hope you enjoy your new home and that your move goes smoothly! If the home is not in the condition you expect it to be, please email immediately and we will work with you to make things right.

Thank you! The KPPM Team



Tenant Handbook-Key Partners Property Management

02.21 Edition

8700 Monrovia Lenexa, KS 66215 Phone: 913-766-2191 Web: <http://keypartnerspm.com>

Welcome to Key Partners!

We want to communicate a few of the policies and procedures that govern how we manage property. Please use this guide to understand what to expect and facilitate communication between us and make our management relationship with you stronger and more transparent. Thank you for partnering with us during your tenancy. We look forward to assisting you in every way possible for the benefit of you, the owner and us as the management company. When we enforce rules, it is because it is our job, not because we want to be difficult. We are the middleman or liaison between tenants and owners, the rules are governed by our owners who want to protect their investment. Anyone who owns property or has a large amount of money tied up in an investment wants to be very careful. I am sure if you think about each rule as if it were your own property you will fully understand why the owners have the rules and hire us to oversee them. We try to be fair in all our relations with tenants and hope you will be fair with us and realize we are here to help with anything you need.

Who We Are

Key Partners is a full service Property Management Company. We are totally focused on leasing and managing homes. We have been in the management business since 2003.

• Mission Statement: DEDICATED TO TURN KEY MANAGEMENT AND A WORRY-FREE EXPERIENCE.

Our mission is FOR YOU to have the most professional experience possible. We serve our residents by working with them to provide a responsive and pleasant rental experience.

Technology

We search out and use many technological tools to help make us more efficient and to save you money. The higher our costs are, the more we have to charge the owners, and they pass those costs on to you, their renter.

Here are just a couple of examples of technology we use to save you money:

We use Buildium, a web-based property management software – a software system endorsed by the National Association of Residential Property Managers. This system allows you to view your payment records, current balances, make payments, review documents, give notice to vacate, make comments, and leave a forwarding address on your portal 24/7. Buildium charges for this service, but it is far less than hiring a full time person for that job.

We also have a web-based phone system that works as a cloud based VOIP (voice over internet protocol) phone system. It allows much more flexibility, functionality, and turns voicemail into email making sure a call is never missed! Every call and email is recorded and documented. As you will come to appreciate, email is much faster and more efficient (cheaper, again saving the owner and renter money) than hiring an extra person

to take the call and then get it to the right person, who then has to research the answer and get back to you. An email is fast, to the point and much more reliable and cost effective than someone taking a message. Normally you will have an answer the same day.

Managing the Property

· One of our first priorities is to have you move into a clean home. If the home does not meet your expectations, we need to know exactly what the problems are. We will send a housekeeper out to correct the problem. We want you to move into a clean home and if the owner or owner's housekeepers missed something or we missed something, we are happy to correct it. Occasionally an owner does their own cleaning and that situation is not always ideal, but since they own the property, we may have no control over the situation.

· Secondly, we do not live in the home, so if something has not been reported to us, we have no way to know something is wrong. All we need from you is a detailed email list of issues to resolve and we will get owner approval and issue a work order immediately!

Maintenance Priorities: Resident maintenance issues are handled in the order in which they are submitted with the following response times as guidelines.

Category 1: Emergency Maintenance: Anything relating to the property under the lease that is threatening to life, health, or the property. Fire (please call 911), flood, sewage back-ups, gas odors (please call gas company), broken water pipes, tree falling on house. A/C out in 85 degree weather, heat out in 50 degree weather, sewer backup, etc Target: 5 to 8 business hours. Note: during peak seasonal months, target response times for heat and air may be subject to delays due to contractor overload.

The Following are NOT Emergencies: Refrigerator out; locking yourself out of the house; oven not working; water heater out. These issues may be inconvenient, uncomfortable, and aggravating, but they are not emergencies. KPPM and the owner are not liable for loss of food caused by appliance breakdown or for damaged belongings due to water leaks. Please make sure that you have adequate renter's insurance to cover unforeseen personal losses.

Category II: Urgent Maintenance: Broken windows; plumbing repairs, clogged toilets... if there is only one toilet, loose railings; wobbly decks; electrical problems. Target: 2-4 business day service Note: during peak seasonal months, target response times for heat and air may be subject to delays due to contractor overload.

Category III: Normal Maintenance: Appliance repair, garage repairs, leaky faucets. Target: 2-4 business day service

Category IV: Non-Essential Maintenance: Fence repair, gutter cleaning, and garage door issues. Target: 5 to 15-day service

Category V: Not a Habitability Issue: Screens; broken lattice; broken window shade; broken tree limb or other landscaping. Target: Point these items out during the next property visit or bring up at lease renewal time. These items may not be approved for repair by the owner. In your lease you have agreed to handle regular, everyday issues around the house yourself, like flipping GFCI switches, changing out light bulbs, resetting garbage disposals, etc.

Move-Outs:

Normal scheduled move outs: Once you give us notice to move we will be communicating with you, right up to the day of the move-out inspection. Make sure you keep utilities on until the day your lease ends; return keys, garage door openers, community keys and passes; and remove all personal property including unwanted items, trash, hangers, etc. We will give you a checklist of requirements so you can avoid fines and get your security deposit returned. Our priority is to get the property back in rent-ready condition. We do NOT want your deposit!! We don't get to keep it anyway; it goes to the owner and contractors who do the work. If you turn the

property back in rent ready condition and follow the checklist, you WILL get your deposit back. If you don't, you will be charged for the hassle to get it back to rent ready condition, plus the costs of the work needed to be done.

Early Terminations: Occasionally people get transferred, or buy another home before their lease ends. If the owner agrees, there is a VERY STRICT early termination procedure you must follow. This will allow us to put the home on the market again on your behalf. During the time the home is on the market for another tenant – you are still bound to the lease agreement and are obligated to pay rent, keep the utilities on and the home maintained. Once a suitable replacement tenant is found, your lease can be terminated early with your security deposit being refundable. Please see lease for details and fees.

After the move-out, landlord tenant law gives landlords thirty days, from the time of surrender, to identify charges and get the information to the tenant for review. Refunding the balance of your security deposit or documenting these charges to your online account satisfies this requirement. The Law also requires that we disburse the security deposit within 30 days of lease end. We will provide you online documentation for all the charges you owe, including unpaid rent, late fees, NSF charges, warranty charges and damages to the property. The owners determine the final decision on charges not KPPM. We cannot refund a deposit until we have your routing and account number.

Landlord Approved Tenant Liability Insurance:

All Tenants are required to maintain property damage liability insurance on behalf of the Landlord and Property Manager. Coverage is required in the amount of One Hundred Thousand Dollars (\$100,000.00) for damage to both Landlord's and third parties' property with the provisions covering at least the perils of fire, smoke, explosion, accidental water discharge and sewer backup. Tenants are required to name KPPM, LLC as an "Interested Party". Such a policy shall be written not contributing with and not in excess of coverage that Landlord may carry, and must waive all rights of subrogation against Landlord and Property Manager. It is agreed that Landlord carries insurance for its protection and that the Tenant is not a beneficiary of such insurance. Tenant shall be responsible to Landlord for all costs of repair for damages as stated in the Lease regardless of existing Landlord insurance.

Tenants may OPT OUT of purchasing this required insurance through landlord's preferred insurance provider at any time by providing written proof of the following three items:

1. Evidence of Required Insurance levels to show the Policy is in effect, when it will start & end, and who is named on the policy.
2. KPPM, LLC must be named as an "Additionally Interested" party to the insurance binder provided by the tenant.
3. The Tenant Liability coverage has to be equal to or greater than: \$100,000 in Tenant Liability Coverage to the Property. Cost through KPPM: \$12.75 per month plus a \$3.00 per month administration fee for a total of \$15.75 per month, per home. Tenants are required to carry Tenant Liability Insurance with the same or higher coverage, including pet insurance. Disclosure of Relationship: KPPM, LLC is affiliated with the Renters Legal Liability Insurance which is a nationwide affiliation of residential property managers. Tenant will not be listed as a named insured under the Landlord's policy. The Tenant Liability Insurance policy is not designed to replace a Renter's Personal Insurance Policy. No coverage is provided to insure tenant contents with this policy.

Monthly Tenant Admin Fee: \$5.00 Per Month; \$2.00 for the online payment system paid to Buildium (not KPPM) and \$3.00 for the other admin services. This monthly fee offsets the cost of ACH payments, On-Line Payments, Tenant Portal Access, Electronic Statements, and after Hours Maintenance Hotline.

Notice to all applicants: NO SMOKING of any kind is permitted inside the home, basement or garage.

Disabled Accessibility: Any concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents). We require written proposals detailing the extent of the work to be done, approval from the landlord before modifications are made, appropriate building permits with required licenses made available for the landlord's inspection, and a restoration deposit may be required per Fair Housing guidelines.

Non Disparagement / Representations - OWNER, TENANT and PROPERTY MANAGER mutually agree, that as additional consideration, specifically the mutuality of this clause, each is prohibited from making disparaging remarks/statements or publications regarding the other to any third party, internet, web-based, cloud based, or "review" type publication site, effective the date of your lease agreement.

This provision relates to remarks/statements/publications/opinions/evaluations or any other thought process reduced to writing regarding: (1) this agreement; (2) any parties' performance under this agreement; (3) the lease agreement to which this provision is an addendum to; (4) any duty or obligation or action of or by the property manager that relates to or touches upon the management of this property.

If any dispute arises regarding whether any remark, statement, or publication is disparaging, the parties agree that for purposes of this provision, expressly including the enforcement of this provision detailed below, that any remark, statement, or publication shall be irrefutably deemed disparaging if: (1) the other party requests, in writing, that the writing/publishing party remove the remark and/or publication; and (2) the remark and/or publication is not removed within 72 hours of said requests. OWNER, TENANT, and PROPERTY MANAGER mutually agree that damages for failure to comply with this provision shall be liquidated at five hundred dollars per day (\$500) for each remark/statement/representation that is disparaging or is not removed within 72 hours of request to remove said remark/statement/representation. OWNER, TENANT, and PROPERTY MANAGER further agree that enforcement of this provision is appropriate through a temporary restraining order and/or injunctions and permanent injunctions, notwithstanding any rights under the First Amendment to the United States and/or Kansas Constitutions or other codified statute, regulation, or code and that any party who prevails on enforcement of this provision, whether for monetary damages or injunctive relief is entitled to recover attorney fees against the other (subject to state law). The parties to this agreement agree that this provision shall survive the termination, expiration or cancellation of the lease and this agreement is enforceable at any time should any party publish a remark/statement/publication or other writing which is subject to this provision.

THIS IS A NO TOLERANCE POLICY. IF YOU HAVE A COMPLAINT BRING IT TO US AND WE WILL RESOLVE IT. We cannot force an owner to make exceptions to rules or waive deposit charges for legitimate damages or cleaning issues, but we may be able to facilitate a mutually acceptable solution.

Venue - OWNER, TENANT, and PROPERTY MANAGER expressly submit to the jurisdiction of the State of Kansas or Missouri and agree that venue in any litigation touching or concerning this agreement shall be proper ONLY in Johnson County, Kansas

Late Rent: KPPM is a ZERO TOLERANCE company in regards to rent collection. Rent is due the 1st of each month. If rent has not been paid by that point, late fees will be applied with no exceptions. We require all tenants to pay via our online system for the most secure and traceable method of payment.

Lease Renewal Fee: see lease for details

Remember; if the home needs attention or the housekeepers have missed something, please email us immediately so that we can have it taken care of for you. If you do not, we will take this as your agreement that the home is in "hotel clean" condition.



CONDITION OF RENTAL PROPERTY CHECKLIST

Instructions: Tenant(s) complete(s) this checklist within three days of moving in and tenant(s) and landlord or manager review property and completed checklist together and mutually agree on the condition of the property upon move-in by signing this form. Each party keeps a copy of the signed checklist. Tenant(s) and landlord or manager uses the move-in checklist during the pre-move out inspection and again when determining if any of the tenant's deposit will be retained for cleaning or repairs after move-out. BE SPECIFIC and DETAILED when filling out the checklist. After filling out the form, make two copies; one for the agent and one for you to keep.

Property Address: _____

Item	Condition Upon Arrival	Condition Upon Departure
ENTRY		
Floor, Floor Covering(s) & Trim		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		

Window(s) & Screen(s)		
Window Covering(s)		
LIVING ROOM		
Floor, Floor Covering(s) & Trim		
Walls & Ceiling		
Door(s)		
Door Lock(s) & Hardware		
Lighting Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Smoke Alarm		
Fireplace		
KITCHEN		

Floor, Floor Covering(s) & Trim		
Walls & Ceiling		
Door(s)		
Door Lock(s) and Hardware		
Window(s) & Screen(s)		
Window Covering(s)		
Light Fixture(s)		
Cabinets/Inside Drawers		
Counters		
Stove/Burners, Controls		
Oven/Range hood , Inside, Outside, Fan		
Refrigerator		

Dishwasher		
Sink(s) & Plumbing		
Garbage Disposal		
DINING ROOM		
Floor, Floor Covering(s) & Trim		
Walls & Celing		
Light Fixture(s)		
Window(s) & Screen(s)		
Window Covering(s)		
Other		
Bathroom #1		
Floors & Floor Covering(s)		
Walls & Ceilings		

Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Inside Drawers		
Bathroom #2		
Floors & Floor Covering(s)		

Walls & Ceilings		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Inside Drawers		
Bathroom #3		

Floors & Floor Covering(s)		
Walls & Ceilings		
Counters & Surfaces		
Window(s) & Screen(s)		
Window Covering(s)		
Sink & Plumbing		
Bathtub/Shower		
Toilet		
Light Fixture(s)		
Door(s)		
Door Lock(s) & Hardware(s)		
Inside Drawers		

Bedroom #1		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
Bedroom #2		
Floor & Floor Covering(s)		
Walls & Ceiling		

Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardward		
Bedroom #3		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		

Lighting Fixture(s)		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
Bedroom #4		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		

Door Lock(s) & Hardware		
HALL		
Floor & Floor Covering(s)		
Walls & Ceiling		
Misc:		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		

Door Lock(s) & Hardware		
FINISHED BASEMENT		
Floor & Floor Covering(s)		
Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Closet(s), including Doors & Tracks		
Lighting Fixture(s)		
Smoke Alarm		
Door(s)		
Door Lock(s) & Hardware		
UTILITY ROOM		
Floor & Floor Covering(s)		

Walls & Ceiling		
Window(s) & Screen(s)		
Window Covering(s)		
Furnace Filter Size & condition		
Garage		
Floor & Floor Covering(s) Driveway stains or deterioration		
Walls & Ceiling		
Garage doors		
OTHER		
Exterior: Front		
Exterior: Back		
House keys:		
Garage Openers		
Misc Keys		
Comments:		

PLEASE REMEMBER IF YOU NEED MAINTENANCE OR ANY ITEM NEEDS OUR ATTENTION, PLEASE EMAIL A DETAILED LIST WITH PICTURES IF POSSIBLE. WE WILL GET OWNER AUTHORIZATION AND ISSUE A WORK ORDER ASAP. THANKS! THE KPPM TEAM.

Move in inspection date: _____

Move out inspection date: _____

Agent signature:

Agent signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature