

# Leavitt Land & Investment, Inc.

P O Box 1027, Cedar City, UT 84721-1027

Phone: (435) 586-1558

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## STUDENT HOUSING CONTACT INFO

Recipient \_\_\_\_\_ Unit# \_\_\_\_\_  
*Last Name* *Name* *Middle Initial*

T# \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_

SSN: \_\_\_\_\_ Gender: \_\_\_\_\_

Permanent Address of Recipient \_\_\_\_\_  
\_\_\_\_\_

Student Phone Number(s): (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Student Email Address: \_\_\_\_\_

### Relative/Friend to Notify In Case of Emergency

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_

Do you smoke?  Yes  No

Do you have an animal?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been evicted or asked to move?  Yes  No

Applicant drivers license number: \_\_\_\_\_ State: \_\_\_\_\_

Automobile make: \_\_\_\_\_ Model \_\_\_\_\_ Yr. \_\_\_\_\_ License Plate No \_\_\_\_\_

Name of Present Employer \_\_\_\_\_ Phone# (\_\_\_\_\_) \_\_\_\_\_

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## FURNISHED &/OR UNFURNISHED UNITS REPAIR/REPLACEMENT COST LIST

| <u>Items</u>   | <u>Replacement Cost</u>                   |
|--|---|
| 1. Stains on the carpet.....   | \$ 10.00 or more                          |
| 2. Broken tiles or stains on flooring.....                                   | \$ 25.00 or more                          |
| 3. Tear or Cut in vinyl flooring.....  | \$ 30.00 or more                          |
| 4. Fist size hole in the wall .....  | \$ 25.00                                  |
| 5. Large nail or screw hole in the wall.....                                 | \$ 50.00                                  |
| 6. More than 15 small nail holes (\$1.00) in wall within reason .....        | \$ 1.00 per hole                          |
| 7. Cuts in the countertop.....   | \$ 10.00                                  |
| 8. Door replacement because of holes .....                                   | \$ 100.00                                 |
| 9. Patch a small hole in door (if it can be patched).....                    | \$ 25.00                                  |
| 10. Patch a nail size hole in door .....                                     | \$ 2.00                                   |
| 11. Extra dirty carpet (\$25.00 per hour) .....                              | \$ 25.00                                  |
| 12. Large oil spot that has caused damage on the asphalt .....               | \$ 25.00                                  |
| 13. Replace window.....  | \$ 150.00                                 |
| 14. Melted Siding.....   | \$ 50.00                                  |
| 15. Replace broken light fixtures  |   |
| Square .....   | \$ 25.00                                  |
| Round.....   | \$ 35.00                                  |
| 16. Replace light bulbs  |   |
| 60 W light bulb .....  | \$ 3.00                                   |
| Fluorescent Tubes.....   | \$6.00                                    |
| 17. Electrical outlets, covers, etc.   |   |
| Cover.....   | \$ 10.00                                  |
| Outlet .....   | \$ 2.00                                   |
| Switches.....  | \$ 25.00                                  |
| 18. Replace door jambs.....  | \$ 50.00                                  |
| 19. Doorknobs.....   | \$ 50.00 to \$100.00                      |
| 20. Replace carpet per room .....  | \$ 20.28 (yard)                           |
| 21. Replace kitchen counter.....   | \$ Cost of replacement (\$600.00 minimum) |
| 22. Replace bathroom sink .....  | \$ 65.00                                  |
| 23. Replace bathroom counter .....   | \$ Cost of replacement (\$250.00 minimum) |
| 24. Replace blinds.....  | \$ 100.00 (minimum)                       |
| 25. CO <sup>2</sup> detector.....  | \$ 50.00                                  |
| 26. Smoke detector .....   | \$ 25.00                                  |
| 27. Microwave oven .....   | \$ 500.00                                 |
| 28. Repaint any room.....  | \$ 100.00 (minimum)                       |
| 29. Window screen replacement.....   | \$ 25.00                                  |
| 30. Bed frames.....\$250.00.....mattresses....\$175.00 each...\$350.00 set   |   |
| 31. Kitchen/Dining Room Tables.....\$300.00 each.....chairs.....\$50.00 each |   |
| 32. Sofa.....\$700.00.....Loveseat.....\$400.00                              |   |

- 33. Coffee Table.....\$200.00.....End Table.....\$100.00
- 34. Lamps.....\$75.00 for bedroom lamp.....\$100.00 for living room lamps
- 35. Desk In Bedroom.....\$200.00
- 36. Dresser Drawers.....\$300.00
- 37. Desk Chair.....\$50.00
- 38. Removal of any vinyl lettering anywhere in the apartment.....\$10.00 per letter
- 39. Any damage to the washers or dryers is determined after service call is met.

This list is not a guarantee that your specific apartment will have all these items. Your apartment could have all or some of what is on this list.

The undersigned (tenants) have read this list of costs of repairs and understand that these amounts may be withheld from their security deposit. Prices are subject to change at any time. If damage and repair costs exceed the amount of the security deposit, the undersigned will pay to the Landlord the excess amount upon demand.

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

## **APPENDIX A: RESIDENT RULES**

**THE VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN THE TERMINATION OF YOUR LEASE. DISCRETION WILL BE LEFT UP TO THE PROPERTY MANAGEMENT.**

### **PLEASE READ CAREFULLY**

1. **No smoking of any kind allowed on the property.** Do not smoke outside of the units, in the laundry facilities, on the stairways or the lawns, etc. If the Landlord or Manager at any time observes or smells smoke in or about your unit, you will be asked to vacate, and you will forfeit your security deposit. Do not burn incense at any time.
2. **No pets allowed.** This includes dogs, cats and domestic pets, birds in cages, and fish in aquariums. You will forfeit all of your security deposit if this rule is violated. ESA animals must be approved before move in.
3. **Parking shall be in designated spaces only.** Tenants with more than one vehicle must park along the street.
4. **Rent is due on or before the first day of each month.** Checks & Money Orders are to be made payable as directed by the management. In the event that rent is paid after the first day of any month or a bad check is received, a flat late fee of \$35.00 will apply. You are instructed to deposit your rent in the rent box on the complex premises. Leaving cash in the rent box is done at your own risk. You may also bring your rent to the management office at 216 South 200 West.
5. **No business ventures such as baby-sitting services, etc. shall be allowed on the property.**
6. **The storing of hazardous or dangerous materials such as gasoline or other flammable material is expressly prohibited.**
7. **The unlawful possession of firearms is prohibited.**
8. **Criminal conduct is expressly prohibited, including disorderly conduct on the property.**
9. **Excessive noise from stereos, musical instruments, tenants or their guests and other items outside of normal daylight hours will not be tolerated.** Recurrent complaints from neighbors could lead to the forfeiture of your lease and eviction from your apartment.
10. **Each tenant will be issued 1 key at initial occupancy:** In the event that the key is lost, another may be purchased for \$10.00 from Management. In addition, in the event that the key is not returned at the time of vacating the apartment, \$10.00 for each key will be withheld from the Security Deposit. If the manager is not available, the tenant, at his/her own expense, will get a locksmith to open the lock instead of breaking the lock or door.
11. **Vehicles are not allowed on lawns or landscaping.** Do not wash cars on the lawns or in the parking lots. Do not repair car engines, change oil, etc. on the parking lots or streets. Management is not responsible for items that get wet when the sprinklers are running. Do not use any of the building's exterior water faucets.
12. **Maintenance.** All tenants are given our designated maintenance phone number at check-in (435)590-6555. All maintenance issues go through this number only not the rental office. If all or any damages are not reported within 24 hours and further damage are caused by tenant neglect, the tenants will be charged for all expenses incurred.
13. **If the Landlord or manager is not notified about needed repairs or cleaning in the apartment by the new tenant within 3 days after moving in, management will not refund money or give additional credit on your rent or security deposit return because you repaired or cleaned the unit yourself.**
14. **DO NOT REMOVE ANY FURNITURE.** Do not remove window screens except in emergencies. Any bent or broken screens or furniture will be replaced at tenants' expense.
15. **Please help keep the grounds free of litter. All trash must be taken to the dumpster not the Pavilion trash cans. Tenants will be held responsible for garbage around or in the apartments. All personal property of the tenants must be stored in the apartments.**
16. **Do not store items or flammable materials at any time in the water heater closet. Do not store any items within two (2) feet of the water heater. Also, do not cover the vent in the water heater room.**
17. **Only tenants who sign a lease agreement with landlord may reside in apartment. No Over-Night Guests.**

18. **Use only 40-watt light bulbs in the light fixtures.** Higher wattage can cause damage to the fixture, and the tenant will be responsible for the repair cost.
19. **Do not use powder carpet cleaners or powder carpet deodorizers.** You will be charged extra for carpet cleaning when you vacate.
20. **It is suggested that you use "Jet Dry" or similar products in the dishwashers.** The dishwasher will then clean much better due to the hard water in this area.
21. **Do not put aluminum foil on stove drip pans or in oven.** The foil could result in an electrical short and can damage the oven/stove.
22. **Tenants are not allowed to paint, wallpaper, or put-up borders in any room.** If you do, we will charge you a minimum of \$100.00 per room.
23. **Do not pull smoke detectors from ceilings or walls – chirping means you need to change the 9-volt battery.** All hanging and missing smoke detectors can result in a \$10.00 to \$20.00 charge.
24. **Regular inspections will be done on all apartments. We expect the apartments to be clean and we need to have access to all closets, sinks, appliances smoke detectors and circuit breaker panels.**
25. **UPON VACATING YOUR UNIT, ANY CLEANING THAT WAS NOT COMPLETED BY THE TENANT WILL BE CLEANED BY A CLEANING SERVICE AT \$25.00 PER HOUR. THIS AMOUNT WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**
26. **DO NOT FLUSH, Q-TIPS, TAMPONS, PADS, FLUSHABLE WIPES DOWN TOILETS OR DRAINS.** If we have to snake your drains, it could result in a \$100.00 charge.
27. **DO NOT TURN OFF YOUR HEAT ANYTIME DURING THE WINTER ESP. WHEN YOU ARE OUT OF TOWN.** The pipes can freeze and cause major damage which will result in hefty charges for the damage repair.

**NOTE:** This list of rules may be amended or updated from time-to-time as contemplated in the Lease Agreement.

\_\_\_\_\_

Tenant Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

You are responsible to have your power & gas connected when moving in and disconnected when you vacate. Below are phone numbers of various utilities.

**ITEMS REQUIRED TO OCCUPY APARTMENTS**

1. **Security Deposit in full. Once deposit is paid it's non-refundable if you decide not to move-in.**
2. **First month's rent or prorated rent as instructed by management office.**
3. **Proof of utility hookups: Rocky Mountain Power 888-221-7070 and Dominion Energy 800-323-5517**

## *Tenant(s) Responsibilities and Landlord Expectations.*

To benefit all residents and to ensure general upkeep and proper maintenance of rented premises of each property with the knowledge and understanding of landlord expectations. Tenants agree to comply with the following Tenant Upkeep Responsibilities. These responsibilities will help maintain the general upkeep of each rented space.

1. Tenant(s) understand the importance of the **No Smoking Policy** or vaping, respect other occupants who may not smoke. It is the responsibility of a smoking tenant to ensure the rules are followed by smoking away from other occupants' doors, windows, and balconies. Not following this expectation by the landlord could lead to eviction.
2. Tenant(s) understand the importance of the **NO Pet Policy**. It is the responsibility and expectation of the landlord for the tenant to communicate special accommodations such as an ESA animal. Failure to notify the office of an ESA animal will lead to a violation of your lease and could result in the termination of your lease. Tenant(s) must sign landlord rules for ESA animals.
3. Tenant(s) understand the importance of keeping the grounds of each rented space free of trash and debris. It is the expectation of the landlord that you will take out the trash in your rented space on a regular basis. When you take out the trash you will put the trash in the right receptacle provided to you by your landlord. Failure to maintain the upkeep of your property grounds could result in grounds cleaning fees equaling \$25 an hour.
4. Tenant(s) understand the general upkeep and maintenance for the replacement of standard 60-watt light bulbs. These will be replaced by the current tenant(s) at the cost of the tenant(s) in the event one or more burn out.
5. Tenant(s) understand the general upkeep and maintenance for smoke detectors. It will be the tenant(s) responsibility and cost to replace the 8volt battery of a smoke detector within normal reach. Any smoke detectors unreachable such as vaulted ceilings will be replaced by our maintenance team.
6. Tenant(s) understand the general upkeep and maintenance for appliance light bulbs. If your appliance light bulb burns out it will be the responsibility of the current occupant(s) to replace the light bulb at the occupant(s) cost.
7. Tenant(s) understand the general upkeep and maintenance for snow removal. As your landlord, we will provide the general removal of snow from parking lots and sidewalks. It is the responsibility of the tenant(s) to remove snow build-up in front of your door. In some cases, a push broom has been provided for your convenience. It will be the responsibility of the current tenant(s) to purchase a snow removal tool. ***Please do not use salt at any time unless authorized by the landlord. You will be fined if you use salt of any kind.***
8. Tenant(s) understand the importance of respecting their neighbors by keeping noise levels normal. Any excessive noise levels will lead to a violation of the lease and could result in termination of tenancy
9. Tenant(s) understand they need to invest in a plunger in the result of a clogged toilet. A plunger may come in handy if your toilet gets clogged. Ways to avoid having to use a plunger. **DO NOT** flush flushable wipes, feminine hygiene products, or anything that could result in a clogged toilet. As the result, if we come out to unclog your toilet and your clog is the result of one or more of these items, you may be charged a maintenance fee of \$25 per hr. each time our team has to come to unclog your toilet because you failed to follow these rules.

10. Tenant(s) understand how to use the maintenance line properly. It is the expectation of the landlord that each tenant(s) treats the maintenance line respectfully. Meaning all tenant(s) will call the maintenance line leaving your name, number, and a detailed message of the repair needed or an issue that needs responding to. Also, you need to let the maintenance team know if it is okay for them to enter your space if they cannot reach you by phone when they respond to your call. Please allow ample time for a maintenance team member to call you back with a response to your issue. Our Maintenance team works Monday – Friday 8am to 5pm. Calls after 5pm and on the weekends will be handled the next business day. In the case of an emergency, we do have a 24-hour line. Emergencies are defined as a condition that will result in damage to the premises and cannot wait until the following business day to resolve i.e. busted pipes, or broken heaters. In these cases, call anytime. \* Chirping smoke detectors do not qualify as an emergency, as it is the responsibility of the tenant(s) to replace them\*
11. Each tenant(s) in the residence is equally responsible for the cleanliness of all common areas (kitchen, living spaces, study areas, pantries, etc.) If cleanliness standards are not met and maintained, each tenant will be equally charged accordingly for our staff to enter and clean the premise.
12. Tenant(s) understand that if they are locked out of their apartment, there is a \$40 lockout fee that must be paid the following business day.
13. Tenant(s) understand there is a \$75 fee for the purchase and/or replacement of an electronic key.
14. Parking is for tenants **ONLY**, for every facility. Do not take up more than one spot or block any driveways, exits, or entrances to the facility. (Meaning, blocking any motorized vehicle in, and not allowing them to exit)
15. As the Landlord we spray twice a year outside for bugs/spiders. (Inside is the tenant's responsibility. This includes buying traps, sprays, etc;) Pests are generally caused by left out or old food, standing water, and not maintaining a clean residence. If you see cockroaches or bed bugs, contact the landlord's office **immediately**.
16. Utility billing varies between properties. Depending on the residence, as the tenant(s) you will be instructed by the landlord as to the method of payment. As the landlord, we require the account numbers for utilities as proof they are in the tenant(s) name.
17. Tenant(s) are required to maintain a clean residence. You must have and utilize the following: a vacuum, mop, and all other cleaning supplies necessary. Cleanliness is evaluated as well as required by the Landlord.
18. If your carpet needs to be repaired or replaced (as determined by Landlord) you will be required to make payments for that cost. Repairs/replacements will occur after you vacate.

**Tenant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_