

# Dixie & Anne Leavitt Family Foundation

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

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## SCHOLARSHIP HOUSING RENTAL APPLICATION

Recipient: \_\_\_\_\_  
*First Middle Initial Last*

Unit# \_\_\_\_\_ T# \_\_\_\_\_ Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Your Age: \_\_\_\_\_ SSN: \_\_\_\_\_ Gender: \_\_\_\_\_

Present Address: \_\_\_\_\_ Permanent Residence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Phone: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

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

Do you smoke?  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

Are you a registered sex offender?  Yes  No

Plan on bringing a car?  Yes  No Make/Model/Plate # \_\_\_\_\_

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

Special Requests (Roommates, etc.) \_\_\_\_\_

(We will do our best to accommodate your requests, but we cannot guarantee anything.)

Relative/Friend to Notify In Case of Emergency

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Relationship \_\_\_\_\_

Once I have been accepted, and have paid the security deposit, I understand that if I do not move in for any reason the security deposit **IS NON-REFUNDABLE!**

Applicant 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 or inside your apartment.** 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; it will be grounds for immediate eviction, and you will forfeit your security deposit. There will also be a charge to neutralize the smell from your unit. This includes Hookah & e-Cigarettes. 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. No Tenant shall move into the premises without first checking in with the Rental Office.**
- 4. Parking shall be in designated spaces only.** Visitors MUST Park on the street. Do not park motorcycles, bikes, or cars on the sidewalk. Do not lock bikes to light poles or gas meters. Multiple bike racks are provided. Bikes are **NOT** allowed inside the apartments.
- 5. Do not poke holes in walls exceeding pinhole size or you will be charged. LED sticky lights are not allowed anywhere.**
- 6. Visitors. No overnight guests allowed.** Guests must be out of the apartment by 11:00 p.m., except on Friday and Saturday nights when they must leave by 1:00 a.m.
- 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 and or roommates could lead to the forfeiture of your lease and eviction from your apartment. This includes the pavilion; this can also be shut off at any time by management.
- 10. Each tenant will be issued 1-3 keys at initial occupancy:** In the event that this key is lost, another may be purchased, \$10.00 each for hard key and \$75 for electronic key from the Management Office. In addition, in the event that the key is not returned at the time of vacating the apartment, the cost will be withheld from the Security Deposit. In case you are locked out after hours, please submit a ticket through AppFolio. **If after hours, a \$40 lock out fee will be charged and must be paid the following business day.**
- 11. Vehicles are not allowed on lawns/landscaping or sidewalks.** 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 to submit a request through AppFolio. All maintenance issues go through AppFolio 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 daily. 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. **Cleaning.** All cleaning supplies are not supplied by property management. All occupants are required to share the cleaning of all common areas.
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. **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.
22. **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.**
23. **Regular monthly 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.**
24. **UPON VACATING YOUR UNIT, ANY CLEANING THAT WAS NOT COMPLETED BY THE TENANT WILL BE BY A CLEANING SERVICE AT \$25.00 PER HOUR. THIS AMOUNT WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.**
25. **DO NOT FLUSH, Q-TIPS, TAMPONS, PADS OR WET WIPES DOWN TOILETS OR DRAINS.** If we have to snake your drains, it could result in a \$100.00 charge.
26. **Tenant cannot bring extra appliances of their own without written permission from the landlord. Which includes but not limited to: Fridge of any size, hotplate, microwave...etc..**
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.

A \$35 late will be added for rent not paid by the due dates.

**\* Other payment schedules available for those waiting for financial aid or scholarship funds. This must be arranged at least 30 days in advance with the rental office.**

**SELLING CONTRACTS:**

If a tenant needs to sell his/her contract, permission must be obtained from the Rental Office prior to the sale. Tenants are responsible for selling their own contracts and referring them to the rental office for the appropriate paperwork. The Rental Office must approve their application first.

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

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

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

***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. **The appropriate rent due instructed by the Rental Office.**



## LEAVITT LAND

& Investment, Inc.

216 South 200 West, P O Box 1027, Cedar City, UT 84721-1027

Phone: (435) 586-1558 \* Fax: (435) 586-1510

### FURNISHED &/OR UNFURNISHED UNITS

#### REPAIR/REPLACEMENT COST LIST

<u>Items</u>	<u>Replacement Cost</u>
1. Stains on the Carpet.....	\$50.00 or more
2. Tear or cut in vinyl flooring.....	\$150.00 minimum
3. Fist size hole in the wall.....	\$50.00
4. Large nail or screw hole in the wall.....	\$50.00
5. More than 15 small nail holes (\$10.00) in wall within reason.....	\$10.00 per hole
6. Door replacement because of holes.....	\$250.00
7. Patch a small hole in door (if it can be patched).....	\$50.00
8. Patch a nail size hole in door.....	\$15.00
9. Extra dirty carpet (\$25.00 per hour).....	\$75.00
10. Large oil spot that has caused damage to the asphalt.....	\$25.00
11. Replace window.....	\$200.00
12. Melted siding.....	\$100.00
13. Replace broken light fixtures..... Square ....	\$35.00 Round ..... \$45.00
14. Replace light bulbs..... 60 W Light Bulb .....	\$5.00 Fluorescent ..... \$15.00
15. Electrical outlets, covers, etc;..... Cover.....	\$10.00 Outlet.....\$25.00 Switches.....\$25.00
16. Replace door jambs.....	\$250.00
17. Doorknobs.....	\$50.00 to 100.00
18. Replace carpet per room.....	\$25.00 (yard)
19. Replace kitchen counter.....	\$ Cost of replacement (\$1,000.00 minimum)
20. Replace bathroom sink.....	\$125.00
21. Replace bathroom counter.....	\$ Cost of replacement (\$350.00 minimum)
22. Replace blinds.....	\$150.00 (minimum)
23. CO2 Detector.....	\$75.00
24. Smoke Detector.....	\$45.00
25. Microwave Oven .....	\$500.00
26. Repaint any room.....	\$100.00 (minimum)
27. Window Screen Replacement.....	\$45.00
28. Bed Frames..... \$350.00 .....	Mattresses.....\$205.00 each.....plus shipping
29. Kitchen/ Dining Room Tables.....	\$600.00 each.....chairs..... \$200.00 each
30. Sofa.....\$1800.00 .....	Loveseat ..... \$1400.00 oversized chair.... \$600.00
31. Toilet..... \$250.00.....	Towel Rack/ Toilet Paper Holder..... \$65.00
32. Shower Surround Patch.....	\$100.00
33. Garbage Disposal.....	\$200.00
34. Coffee Table..... \$500.00 .....	End table..... \$450.00
35. Lamps..... \$100.00 for bedroom lamp.....	\$125.00 for living room lamps
36. Desk in Bedroom.....	\$350.00
37. Dresser Drawers.....	\$500.00



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- 38. Desk Chair..... \$200.00
- 39. Removal of any vinyl lettering anywhere in the apartment ..... \$25.00 per letter
- 40. Faucet Replacement.....\$150.00
- 41. Over Door Glass.....\$250.00
- 42. Fridge Drawers.....\$65.00
- 43. Fridge Handle.....\$200.00 to \$250.00
- 44. Cabinet Hardware.....\$25.00 each
- 45. Electric Range Element.....\$50.00
- 46. Any damage to the washers or dryer 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**

## *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** \_\_\_\_\_