

VITO DENTINO AGENCY, LLC

REAL ESTATE

321 Third Street, P.O. Box 606

California, PA 15419

724-938-7745

Office Hours Mon-Fri 8am-4pm

Guarantor(s): Please Read -Very Important!

1. No Tenant will receive a key to their apartment until each and every Tenant of the apartment has paid their minimum rent due, garbage, sewage, occupancy fees, and any additional fees including completion and return of this form with all signatures and information required.
2. Enclosed is a list of phone numbers for the utility companies. Please have all utilities needed put into the Tenant's name before taking occupancy. The Tenants will be charged a \$25 (each Tenant) service charge for any utility left in the name of the Landlord. Call early. If you do not call the utility companies early enough, you may not have service on some of the utilities when you move in. [However, those paying a water fee or utility fee should not call the water company, as their service will already be active.]
3. Any Tenant waiting for refunds to pay the balance of their semester rent must, with no exceptions, bring to our office a statement from the Bursar's Office, no later than Sept. 6th, 2012, to indicate that a refund will be sent to the Tenant.
4. If you are paying monthly, rent is due on the 1st of the Month. A minimum late fee of \$25.00 for the first 10 days, and \$1.00 a day each additional day will be charged if rent is not paid on time. This will be strictly enforced.
5. Read the Rules Page (Page 12 of your Lease). We will enforce these rules.
6. Read the Pet Agreement (Page 8 of your Lease) completely. At no time is a pet allowed on the premises unless the Tenant resides in an apartment allowing pets and pays the pet fee in advance. We will enforce this rule by charging an immediate, non-refundable fee of \$300.00 and removal of the pet. Eviction may occur.
7. Please call our office with any questions concerning this letter or any correspondence that you have received. If problems related to the apartment occur during the lease term, the Tenant is responsible for reporting them to our office.

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8. You will receive a **Check-In Sheet** when you pick up your key. The sheet must be completed, signed, dated, and **returned to our office no later than 7 days** after receiving the key. If you take photos, they must have the move in date on them, and copies brought to our office with your check-in sheet.

9. Tenants must provide our office with a **current phone number and e-mail address** so we are able to contact the Tenant. These numbers must be **updated if they change**, or Tenant may not be contacted for repairs or apartment showings when they occur.

10. For those buildings equipped with **washing machines** – the machines are for the **use of the Tenants only**. Due to increased sewage costs, machines are not for the use of non-Tenants. Exceeding the California Boro allowed usage limits may result in overage charges which will be paid by the Tenant.

11. Parking Permits (where applicable) **require a \$50.00 fee**, which *must be paid separately* from rent & fees.

-----Detach and Return Bottom Half With your Payment -----

Tenant's Apartment Address:	
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	Signature	Print Name	Date
Tenant:			
Guarantor:			
Guarantor:			

	E-mail	Cell Ph. #	Home Phone #
Tenant:			
Guarantor:			
Guarantor:			

Please complete, sign, date, and return this letter to our office. The Tenant will not receive a key until this document is signed by Tenant and Guarantors and returned to our office.

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