

*Street Address:*  
390 Roswell Street, Suite 200  
Marietta, GA 30060



*Mailing Address:*  
P. O. Box 6040  
Marietta, GA 30065-6040

770-427-5711 / Fax: 770-427-3955

Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)



# Lease Packet

## ***Contents:***

**McCreary's Lease**

**Maintenance Procedures Addendum**

**Pet Addendum (if pets are allowed)**

**McCreary's Payment Policy**

**McCreary's Form for Automatically Paying Your Rent Every Month for Free**

**Smoke Detector Addendum**

**Utility Services List for Properties Lease thru McCreary**

**Notice to Vacate Form**

**Cleaning Guide – Road Map to the successful return of your deposit**



# RESIDENTIAL LEASE AGREEMENT



This Agreement made this date, \_\_\_\_\_, is between **McCreary Realty Management, Inc., AMO®** (hereinafter called "Management") and \_\_\_\_\_ (hereinafter called "Lessee").

Management leases to Lessee, and Lessee rents from Management, Property located at \_\_\_\_\_ Georgia \_\_\_\_\_ (hereinafter called the "Property") under the following conditions:

**ALL RENT DUE ON OR BEFORE THE FIRST DAY OF THE MONTH IN ADVANCE.**

## 1. TERM

The initial term of this Residential Lease Agreement (hereinafter called the "Agreement") shall be \_\_\_\_\_ months, \_\_\_\_\_ days, beginning on the scheduled day of occupancy \_\_\_\_\_ and ending \_\_\_\_\_.

## 2. POSSESSION

If there is a delay in delivery of possession by Management, rent shall abate on a daily basis until possession is granted. If possession is not granted within seven (7) days after the beginning day of initial term, then Lessee may void this Agreement and have full refund of any deposit. Management shall not be liable for damages for delay in granting possession to Lessee.

## 3. RENT

Rent is payable monthly in advance at a rate of \$ \_\_\_\_\_ per month, due during the term of this Agreement on or before the first day of each month at the office of Management or at such other place as Management may designate. Mailing the rent does not constitute payment. It must be received at the office of Management to be considered paid. Lessee acknowledges that all funds received will be applied to the oldest outstanding balance including but not limited to late charges resulting from late payments of rent, fees associated with checks returned for insufficient funds, administrative fees, costs and fees associated with a dispossessionary action, etc.

## 4. LATE PAYMENT, LATE CHARGES AND RETURNED CHECKS

Time is of the essence in this Agreement. If Management elects to accept rent after the fifth (5th) day of the month, at 9AM on the sixth (6th) day of the month (regardless of weekends, pay periods and holidays), a late charge of five percent (5%) of the monthly rent shall be paid by Lessee as liquidated damages for services required by Management in collecting rent. If rent is not paid 9AM on the tenth (10th) day of the month an additional late fee of ten percent (10%) of the monthly rent shall be paid by Lessee as Liquidated Damages for services required by Management in collecting past due rent. On the tenth (10th) day of the month, dispossessionary proceedings will be commenced pursuant to Official Code of Georgia Annotated Sections 44-7-50 through 44-7-58. If Management elects to accept payment after the tenth (10th) of the month, then Lessee must pay the past due rent, the dispossessionary warrant filing fees, court costs, sheriff's fees, attorney fees and a total late charge of fifteen percent (15%) of the monthly rent as liquidated damages for services required of Management in collecting rent. Lessee shall tender any and all rent and fees due after the tenth (10th) day of the month by cashier's check, or money order.

If Lessee's rent check is not paid by Lessee's bank, Management will notify Lessee by telephone or in writing of this occurrence and Lessee will have forty-eight (48) hours from such notice to deliver to Management either cashier's check or money order in payment of rent, applicable late charges. Additionally, a charge of five percent (5%) of the monthly rent or \$50.00, whichever is greater, will be due to cover the expense of handling the dishonored check. Management reserves the right to refuse to accept personal checks from a Lessee after one or more of Lessee's personal checks have been returned by the bank.

## 5. SECURITY DEPOSIT

Management acknowledges receipt of \$ \_\_\_\_\_ as security for Lessee's fulfillment of the conditions of this Agreement. Said Security deposit to be placed in Account #(s) 5260000779 Wachovia National Bank or 9340003806 at SunTrust Bank, Marietta Georgia. Interest earned from said account(s), if any, to accrue to Management. Security deposit will be returned to Lessee within thirty (30) days after property is vacated if:

- (a) Lease term has expired or Agreement has been terminated in writing by both parties; and
- (b) Lessee has given a written, paid thirty day (30-day) notice to vacate; and
- (c) No damage has been done to Property or its contents, except normal wear & tear; and
- (d) Property is returned by Lessee fully cleaned; all trash, debris and personal items removed; and,
- (e) Property is returned with the yard freshly maintained if required in this agreement; and,
- (f) All rent, fees and charges have been paid by Lessee in full; and
- (g) All door keys and amenity keys, mailbox keys, access cards, gate openers, garage door openers, if any, have been returned to Management.

Lessee may not apply the deposit to any rent payment. Deposit may be applied by Management to satisfy all or part of Lessee's obligations and such act shall not prevent Management from claiming damages in excess of the deposit. Management shall have the right to deduct from the Security Deposit: (1) the cost of repairing any damage to Premises or Property caused by the negligence, carelessness, accident or abuse of Lessee, Lessee's household or their invitees, licensees and guests; (2) unpaid rent, utility charges or pet fees; (3) cleaning costs if Premises is left unclean; (4) the cost to remove and dispose of any personal property; and/or (5) late fees and any other unpaid fees and charges referenced herein. All parties acknowledge that the security deposit will be forfeited to Owner as partial liquidated damages if Lessee vacates the Property (regardless of reason) without first tendering to Management payment in full through the initial term or any subsequent renewal term of this Agreement.

Lessee acknowledges that Lessee has been given a list of any existing damage to the Property, that Lessee has had an opportunity to inspect the Property, and examine such damage, if any, and that Lessee has approved and accepted said list except as previously specified in writing on said list, copies of which have been retained by Lessee and by Management. Lessee acknowledges that they have three business days from signing this agreement to add or delete from this list. If they choose not to change the list, the original list will become the permanent one.

## 6. TERMINATION, RENEWAL AND HOLDOVER

Lessee acknowledges that this Agreement does not include any early termination privileges, unless otherwise stipulated or amended. This agreement shall terminate automatically at the end of the term shown in paragraph 1 of this Agreement, with Lessee still required to give Management a fully paid thirty (30) day written notice prior to vacating the Property at the end of the term. Management must give Lessee thirty (30) days written notice prior to the end of the term as well. Lessee must use the notice form provided to him by Management at the signing of this Agreement, in order for notice to be accepted by Management. Any renewal or extension of this Agreement must be in writing and signed by the Lessee and Management. If a new Agreement has not been properly signed by all parties or if for any other reason Lessee still occupies the Property after expiration of the Agreement (which is a violation of this Agreement), Lessee shall be a tenant on a month-to-month basis, which requires thirty (30) days written notice of termination by either party (Lessee being required to pay the notice period rental in full with the notification), with all other terms of this Agreement remaining the same. Upon termination of this Agreement, Lessee shall remove all of Lessee's property and deliver possession of the Property in clean condition and good repair to Management.

## 7. SUB-LET; ASSIGNMENT

Tenant may not sublet Premises in whole or in part or assign this Lease without the prior written consent of Management. This Lease shall create the relationship of Landlord and Tenant between the parties hereto; no estate shall pass out of Property Owner. Management may assign this Agreement to the property owner(s) or another Management Company at any time upon written notice to the Lessee and Lessee shall continue to be bound to all terms and conditions of this agreement.

\_\_\_\_\_  
Lessee's Initials      Date

\_\_\_\_\_  
Lessee's Initials      Date

\_\_\_\_\_  
Management      Date

**8. DISCLOSURE; NOTICE OF AGENCY:**

( X ) McCREARY REALTY MANAGEMENT, INC. whose address is 390 Roswell St., Suite 200, Marietta, Georgia 30060, has acted as Agent for the Owner in this transaction and is to be paid a commission by \_\_\_\_\_. McCreary Realty Management, Inc. has not acted as agent in this transaction for the tenant.

( ) McCREARY REALTY MANAGEMENT, INC. whose address is 390 Roswell St., Suite 200, Marietta, Georgia 30060, is the owner of the Property. Owner or agent for service is McCREARY REALTY MANAGEMENT, INC., whose address is P.O. Box 6040, Marietta, Georgia 30065-6040.

**9. FIRE; HABITABILITY**

If Property is made uninhabitable by fire or other casualty, not the fault of Lessee, this Agreement shall be terminated.

**10. RIGHT OF ACCESS**

Management shall have the right of access to Property for repairs, inspection and maintenance during reasonable hours. In case of emergency, Management may enter at any time to protect life and prevent damage to the Property. During the last thirty (30) days of occupancy, Management may show the Property during reasonable hours. Management will attempt to notify Lessee prior to entering the Property, but Management has the right to enter without notification only during normal business hours (Monday through Friday, 9 AM to 5:30 PM). If at any time during the term of this or any subsequent renewal term of this Agreement, Owner elects to market the property for sale, Lessee agrees to allow Owner or his legal Agent to show the property during normal business hours as previously defined. If Lessee fails to keep a pre-arranged, mutually agreed to appointment allowing access to the Property, then Lessee agrees to pay \$75.00 per event as liquidated damages to Management and such amount shall become due as additional rent under this agreement.

**11. USE**

The Property shall be used for residential purposes only and shall be occupied only by the persons named in Lessee's application to lease. Property shall be used so as to comply with all state, county and municipal laws and ordinances. Lessee further agrees to abide by any and all Homeowners Association Covenants, Conditions and Restrictions & Regulations and acknowledges receipt of HOA Documents. Lessee shall not use Property or permit it to be used for any disorderly or unlawful purpose. Lessee shall be responsible for ensuring that Lessee and members of Lessee's household and their invitees, licensees and guests comply with the Rules and Regulations applicable to Lessee set forth herein and any term, condition or provision of this Lease relating to the use of the Premises or Property and do not engage in any activity while on Property that is unlawful, would endanger the health and safety of others or would otherwise create a nuisance. In the event Lessee or any of the above-named parties are arrested or indicted for an unlawful activity occurring on Property and said charges are not dismissed within 30 (thirty) days thereafter, Lessee shall be deemed to be in default of this Lease and Management may terminate this Lease immediately. For the purpose of this Lease, an unlawful activity shall be deemed to be any activity in violation of local, state or federal law.

**12. PROPERTY LOSS**

Management nor Property Owner shall not be liable for any damage to any of Lessee's property of any type for any reason or cause whatsoever, except where such damage is due to negligence. Management recommends that Lessee obtain renter's insurance for the protection of their household goods and personal effects (said renter's insurance would be at Lessee's sole expense). Lessee is responsible for obtaining liability insurance for Lessee's own potential liability.

**13. PETS**

No animals, birds, or pets of any kind shall be permitted in Property without prior written consent of Management.

**14. INDEMNIFICATION**

Lessee releases Management from liability for and agrees to indemnify Management against all losses incurred by Management as a result of (a) Lessee's failure to comply with or to fulfill any condition of this Agreement; (b) any damage or injury happening in or about Property to Lessee's invitees or licensees or such person's property; (c) Lessee's failure to comply with any requirements imposed by any governmental authority; and (d) any judgment, lien or other encumbrance filed against Property as a result of Lessee's action

**15. FAILURE OF MANAGEMENT TO ACT**

Failure of Management to insist upon strict compliance with the terms of this Agreement shall not constitute a waiver of any violation.

**16. REMEDIES CUMULATIVE**

All remedies under this agreement by law or equity shall be cumulative. If a suit for any breach of this Agreement establishes a breach by Lessee, Lessee shall pay to Management all expenses incurred in connection therewith.

**17. NOTICES**

Any notice required by this Agreement shall be deemed to be given if delivered personally or deposited in first class, registered or certified U.S. Mail, except as otherwise provided herein.

**18. REPAIRS**

Lessee acknowledges that he has inspected the Property and accepts the Property in "as-is" condition for the use intended. Lessee understands and agrees that the Property, equipment and fixtures will be under Lessee's control and agrees to keep said Property, equipment and fixtures in a clean, slightly and sanitary condition. Management will make necessary repairs to Property with reasonable promptness after receipt of written notice from Lessee for major deficiencies, which create unsafe or untenable conditions. Major deficiencies are those requiring repairs to the Property's structure or to the following systems: electrical, plumbing, heating, built-in cooling and built-in appliances. Lessee shall be responsible for the cost incurred for a service call and/or repair under the following conditions: (i) no problem was discovered; (ii) the problem was the direct cause of Lessee's negligence; or (iii) the problem was for an area which Lessee was responsible for in this Agreement. Lessee shall make or cause to be made all incidental repairs other than above (such as: light bulbs, tightening screws, unclogging toilets, etc.). If Lessee or his guest or licensees cause any damage, beyond normal wear and tear, Lessee agrees to pay Management the cost of repair with the next rental payment. Lessee may not paint, wallpaper, remodel or structurally change Property in any way or remove any appliance, lighting fixture, cabinet, door, window, lock(s), or any other fixture of any type or kind there from without written authority from Management.

**19. ABANDONMENT**

If Lessee removes or attempts to remove his/her possessions from the Property other than in the usual course of continuing occupancy, with or without having first paid Management all monies due, Property may be considered abandoned and Management shall have the right, without notice, to store or dispose of any possessions left on the Property by Lessee. Management shall have the right to immediately re-rent the Property upon abandonment by Lessee. In addition, Management shall have the right to store or dispose of any of Lessee's possessions remaining on the Property after the termination of this Agreement. Any such possessions shall be considered Management's property and title thereto shall vest in Management.

**20. MORTGAGEE'S RIGHTS**

Lessee's rights under this Lease shall at all times be automatically junior and subject to any deed to secure debt, which is now or shall hereafter be placed on Property. If requested, Lessee shall execute promptly any certificate that Management may request to specifically implement this paragraph.

**21. DEFAULT BY LESSEE**

Any breach or violation of any provision of this Agreement by Lessee or by Lessee's guests at the Property or any untrue or misleading information in Lessee's rental application shall give Management the right to terminate this Agreement immediately upon notice to Lessee of such default, breach or violation. Management shall give Lessee five (5) days written notice to cure said breach. If said breach is not cured, Management will cancel the Agreement and give Lessee a thirty (30) day written notice to vacate. Lessee's security deposit shall be immediately forfeited to Owner as partial liquidated damages.

\_\_\_\_\_  
Lessee's Initials      Date

\_\_\_\_\_  
Lessee's Initials      Date

\_\_\_\_\_  
Management              Date

**22. SECURITY DISCLAIMER**

Lessee acknowledges that: (1) crime can occur in any neighborhood including the neighborhood in which Property is located; and (2) while Owner may from time to time do things to make Property reasonably safe, neither Owner nor Management is a provider or guarantor of security in or around Property. Lessee acknowledges that prior to occupying Property, Lessee has carefully inspected all windows & doors (including locks for same) and all exterior lighting and found these items: a) to be in good working order and repair; and b) reasonably safe for Lessee and Lessee's family members, guest and invitees knowing the risk of crime. If during the term of this Agreement any of the above items become broken or fall into disrepair, Lessee shall give written notice to Management of the same immediately.

**23. RULES AND REGULATIONS**

- (a) Locks: Lessee is prohibited from adding locks, changing or in any way altering locks installed on the doors of Property without prior written permission of Management. If Lessee is "locked out" a flat \$50.00 charge will be due to Management by Lessee. If all door keys and amenity keys, mailbox keys, access cards, gate openers, garage door openers, if any issued to Lessee are not returned to Management at the end of this or any subsequent Agreement, Lessee will be charged the cost of re-keying all locks or replacement for the Property..
- (b) Motor vehicles with expired or missing plates, non-operative vehicles, boats, trailers, RV's and campers are not permitted on the Property. Management at the expense of Lessee may remove any such vehicle for storage, public or private sale, at Management's option, and Lessee shall have no right or recourse against Management thereafter.
- (c) Storage: Other than normal household good in quantities reasonably expected in normal household use, no goods or materials of any kind or description, which are combustible or would increase fire risk shall be taken or placed in storage areas. Storage in such areas shall be at Lessee's risk and Management shall not be responsible for any loss or damage. Lessee shall not, on or in Property, improperly dispose of motor oil, paints, paint thinners, gasoline, kerosene or any other product, which can cause environmental contamination on or in Property.
- (d) Walls: No nails, screws or adhesive hangers except standard picture hooks, shade brackets, mini blind mounts and curtain rod brackets may be placed in walls, woodwork or any part of the Property. Lessee may not paint or wallpaper without prior written authority from Management.
- (e) Lessee agrees to maintain the Property in the condition presented at the time of rental, reasonable wear and tear excepted. Good housekeeping is expected of everyone! Lessee agrees to return possession of the property in a clean, trash & debris free state with all applicable lawn maintenance current. Pest Control Treatments were performed at Property prior to possession by Lessee. Lessee shall be responsible for all future treatments including ants, roaches, spiders, fleas, and other insects. Property Owner is responsible for termite and rodent control.
- (f) No window air conditioning units may be installed by Lessee to be used to cool Premises except with the written consent of Management.
- (g) No window treatments currently existing on any windows shall be removed or replaced by Lessee without the prior written consent of Management.
- (h) Lessee shall comply with all posted rules and regulations governing the use of any recreational facilities, if any, located within the community.
- (i) Lessee shall comply with all posted Rules and Regulations governing the parking of motor vehicles on Property or the use of driveways, sidewalks and streets within the community.
- (j) Lessee shall not skateboard, skate, rollerblade or bicycle on Property without wearing proper safety equipment.
- (k) Any location and means of installation and repair and/or maintenance of any telephone, cable TV, satellite, Internet or data wiring and/or systems are the sole responsibility of Lessee, but must be approved, in advance, by Management. Management does not warrant and shall not be responsible for any portion of any telephone, cable TV, satellite, Internet or data wiring and/or systems serving Property.
- (l) Lessee shall pay and be liable for all utilities, including charges for garbage, water, sewage, electricity, natural gas, or other applicable heating fuels, even if accounts for such utilities remain in the Owner's or Management's name, during the term of this Agreement or during Lessee's occupation of the Property. Lessee must provide proof of payment of final bills for all utilities or service termination (cut-off) slips, and must return all keys to Management before all or part of the security deposit may be refunded. Tenant agrees to maintain continuous and uninterrupted service for all utilities (except telephone & cable) during this tenancy.
- (m) Lessee shall keep the lawn mowed, shrubs trimmed, gutters cleaned out, trash and grass clippings picked up on a regular basis (minimum of once every two weeks in growing season and fall leaf season) and shall keep the Property, including yard, lot, grounds, house, walkways and driveway clean and free of rubbish.
- (n) Lessee agrees to repair or pay for repair any damages which results from any negligence on Lessee's part from broken water pipes due to below freezing temperatures. If Lessee uses all care and diligence, and the pipes still break due to below freezing temperatures, Management will correct and repair at its or the Property Owner's expense any damage or repair necessary to the Property only. In no way will the Management be responsible for any damage to Lessee's property or possessions resulting from any broken water pipes.
- (o) Lessee acknowledges that mold and/or mildew can grow in any portion of the Premises that are exposed to elevated levels of moisture and that some forms of mold and mildew can be harmful to their health. Lessee therefore agrees to regularly inspect the Premises for mold and/or mildew and immediately report to Management any water intrusion problems mold and/or mildew (other than in sinks, showers, toilets and other areas designed to hold water or to be wet areas). Lessee shall not block or cover any heating, ventilation, or air conditioning ducts located in the Premises.
- (p) If Management permits pets, then Lessee agrees to have the Property treated for ticks and fleas by a professional exterminator upon termination of this Agreement (regardless of non-refundable pet deposit), proof to be provided for return of security deposit. Lessee agrees to abide by any and all local laws and ordinances applicable to pet(s) and not allow it become a nuisance at any time.

**Applicable utilities and/or service to paid by Lessee**

- Water                       Sewer                       Garbage                       Electricity
- Natural Gas                       Telephone                       CATV                       Pest Control

**LESSEE'S INITIALS** \_\_\_\_\_

**Applicable Lawn & Exterior care to be provided by Lessee**

- All stated in Paragraph 23 (g)
- Partial: \_\_\_\_\_
- None (care provided by) \_\_\_\_\_

**LESSEE'S INITIALS** \_\_\_\_\_

**24. LEAD BASED PAINT**

For any Premises located on Property built prior to 1978, Lessee acknowledges that Lessee has received, read, and signed the Lead-Based Paint Exhibit attached hereto and incorporated herein by reference.

**LESSEE'S INITIALS** \_\_\_\_\_

\_\_\_\_\_  
Lessee's Initials                      Date

\_\_\_\_\_  
Lessee's Initials                      Date

\_\_\_\_\_  
Management                      Date

**25. GEORGIA REAL ESTATE LICENSES NUMBERS**

Company, McCreary Realty Management, Inc:  
Agent, Marilyn M. Davenport:

H-015732  
S-158078

Broker, Michael A. McCreary:  
Agent, Virginia Beck McGee

B-047326  
S-266451

**26. ENTIRE AGREEMENT**

This agreement and any attached addenda constitute the entire Agreement between the parties and no oral statement shall be binding.

**27. ADDENDUMS**

The following documents are attached and made a part of this agreement by reference hereto: Lessee's Application, Lead Based Paint Disclosure, Maintenance Procedures Addendum, Smoke Detector Addendum, Payment Policy Addendum, Pet Addendum (if Management allows pets), Notice to Vacate, Move-In Inspection Form.

**28. SPECIAL STIPULATIONS**

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed in person or by a person duly authorized by a valid, in force "Power of Attorney", the day and year first above written.

\_\_\_\_\_ House keys(s)  
\_\_\_\_\_ Garage door Remotes  
\_\_\_\_\_ Other ( \_\_\_\_\_ )  
\_\_\_\_\_ Other ( \_\_\_\_\_ )  
\_\_\_\_\_ Other ( \_\_\_\_\_ )

*We acknowledge that we are jointly and severally responsible for performance of all covenants, terms, and conditions of this lease. Further, receipt of a copy of this Agreement is acknowledged.  
We further certify that we have read and understand this Agreement.*

**LESSEE** \_\_\_\_\_ DATE

BY: \_\_\_\_\_  
McCREARY REALTY MANAGEMENT, INC., AGENT

**LESSEE** \_\_\_\_\_ DATE

**McCreary Realty Management, Inc., AMO®**  
390 Roswell St., Suite 200 • P O BOX 6040 • Marietta, GA 30065-6040 • Phone: 770-427-5711 • Fax: 770-427-3955  
Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)

**Equal Opportunity Housing**

Street Address:  
390 Roswell Street, Suite 200  
Marietta, GA 30060  
Office: 770-427-5711 / Fax: 770-427-3955



Mailing Address:  
P. O. Box 6040  
Marietta, GA 30065-6040  
Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)

## Maintenance Procedures Addendum

THIS ADDENDUM, dated \_\_\_\_\_, will become a part of the original Residential Lease Agreement, dated «Date», between «Name» Lessee/Resident and **McCreary Realty Management, Inc., AMO**, for the Property located at: «Street», «City», «State» «Zip».

Whenever you have an issue at your property that requires maintenance, please complete the online form located at [www.McCrearyRealty.com](http://www.McCrearyRealty.com) or use the printed Maintenance Request Form included in your Lease Closing documents. The Lease requires that all maintenance requests must be submitted in writing.

Please be aware that maintenance of scattered-site single-family homes is not like maintenance of multi-family properties. There is no maintenance man on staff just a short walk or golf cart ride away. We hire independent contractors that are licensed, bonded and insured to work on all properties. Each and every service call from any contractor costs the owner money. Therefore it is vitally important that you follow all of the instructions below.

### **Emergency Maintenance:**

**Issues that constitute an Emergency:** Anything related to the property under lease that is a threat to life, health or the property. If the situation is life threatening, please call 9-1-1 immediately and report to us after the situation is under control and the authorities are on the scene.

Some examples of severe emergencies that requires our immediate attention: fire, flood, sewage back-ups, gas odors, roof leaks, lighting strike, broken water pipes, no heat when the outside temperature is below 45 degrees, no air-conditioning when the outside temperature is over 90 degrees for more than 4 hours, a fallen tree onto the house, etc.

**Issues that do not constitute an Emergency:** Some examples: Refrigerator not running, locking yourself out of the house, power or natural gas off, water heater not heating water, oven not working, dishwasher not running, electrical fixture not working. While these issues are certainly inconvenient, uncomfortable, and exasperating, they are not emergencies. These items will be repaired during the normal business days and times and at the regular service rates. Please remember that neither Management nor the Property Owner is ever liable for any loss or damage to any of your belongings, including food, for any reason or cause whatsoever. Please ensure that you have your renter's insurance policy and contact information so that you can recover any possible personal property losses.

**Do not call a contractor on your own!** You are not authorized to perform or contract for any repairs on the property. If you call a contractor and incur any bill or invoice for any repair on the property, you are doing so at your own cost. Neither Management nor the property owner will reimburse you for those costs. You must contact Management so that they can arrange for all repairs/maintenance on all systems, appliances, and the structure of the property.

**For all after hours emergency repairs,** please call **770-427-5711 and choose option 3**. Please listen carefully and follow all of the instructions on the recording. Please make sure that you leave your name, property address, a call back number that you will answer, and the nature of the problem. Please keep in mind that we will endeavor to respond as promptly as possible, but the response time frame may extend up to 4 hours or more depending on the time of day or night you are calling.

### **Routine Maintenance:**

This sort of maintenance is considered to be non-emergency, but does need our attention for repairs such as non-emergency heating and air conditioning issues, broken windows, plumbing repairs, appliance repairs, loose railings, electrical issues, etc. Please submit the form below for repair and expect a response from the office staff by the next business day for an estimate of time for completion.

Please keep in mind that during the change of seasons and times of extreme heat or cold, there may be delays in obtaining professional contractors for service due to significant volume of repairs in the area.

### **Minor Maintenance:**

For very minor items, but those that still need repair such as leaky faucets, fence repairs, garage door openers, ice makers, etc., please submit the form below for repair and expect a response from the office staff by the next business day for an estimate of time for completion which could extend up to thirty (30) days depending upon the nature of the problem and contractor schedules.

### **Resident Damage or Abuse:**

Damages caused by abuse or misuse of any component at the property will be charged to you. We will rely solely upon the service contractor to inform us as to the cause of the problem.

If the plumbing is clogged due to items dropped in the toilet (brushes, toys, diapers, sanitary napkins or personal items), the cost of the plumber will be your responsibility. Expect the minimum cost to be \$150.00. This is not considered a failure of the systems in the property and, you should do everything you can to handle these issues yourself. Unless the contractor can prove it was not caused by you (such as roots in the system, pipe collapsed, septic tank backup due to age), then it is assumed it was caused by persons and was not a defect of the property. Clogged plumbing in the baths, laundry and kitchen is your responsibility.

### **Please Note the following important messages:**

- If you claim you have an emergency and we discover that one never existed, you will be charged the service cost from the contractor who responded to the call. Unnecessary calls will cost you money.
- Do not call after hours unless a true emergency actually exists.
- If we discover through the contractor that the problem is one of your making, then you will be charged for the entire cost of the service call from the contractor.
- **If you make an appointment with any contractor and you or a person 18 years old or older is not present when the contractor arrives, then the contractor will not enter the property and you will be charged a minimum \$75.00 fee for the trip charge.**

When completing the online or paper form, please make sure that we have your best contact phone numbers as the office staff or the contractor will call to seek more detail about the problems that are occurring at the property. Failure to respond to our calls will simply result in extended delays in someone getting out to the property. Simply stating that the toilet is not working is not sufficient for us to be able to know what is wrong with the unit and which contractor to send out. Please make sure you give us as much detail as possible.

Agreed to this Date: \_\_\_\_\_

\_\_\_\_\_  
Management

\_\_\_\_\_  
Lessee/Resident

\_\_\_\_\_  
Lessee/Resident



PET ADDENDUM TO LEASE

This addendum dated below is made a part of the Lease Agreement between McCreary Realty Management, Inc. ("Management"), and \_\_\_\_\_ ("Lessee"), for the premises known as \_\_\_\_\_.

WE WANT TO MAKE SURE YOU UNDERSTAND THE POLICIES REGARDING PETS AT YOUR PROPERTY.

Please note: The below listed dogs are not allowed under ANY circumstances. Initial(s) \_\_\_\_\_ Pit Bull, American Staffordshire Terrier, Staffordshire Bull Terrier, Chow, Doberman Pinscher, Rottweiler, Perro de Presa Canarios, any Wolf Hybrid, or any mix of these breeds.

Breed restrictions are not solely based on the above list. Management reserves the right to modify the above list or restrict any and all animals and animal breeds at any time.

Pets are not allowed without a signed pet permission agreement from Management. It is hereby agreed between Management and Lessee that Management will allow Tenant to have the pet(s) described below in the designated premises set forth above under the terms and conditions set forth herein. The permission granted in this addendum is limited to the pet(s) described below. Lessee may have \_\_\_\_\_ pet(s) in the designated premises set forth above under the following agreed terms and conditions:

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_
Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Color: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Lessee agrees to furnish the Owners with a picture of their pet(s).

- 1. Pet Deposit & Damage: Lessee must pay Management a refundable pet security deposit in the amount of \$ \_\_\_\_\_ per pet. The refundable pet security deposit will be refunded should no damage to either the house or its furnishings result from the keeping of the pet and all other amounts due under the lease are paid. Lessee will pay costs of repairing damages exceeding the amount of the refundable deposit immediately. Repair of damaged property will be considered restoration to original condition. All carpeting has been checked for pet urine and damage before our move-in. Detection devices will check all carpeting when you move out. If there is pet urine in the carpet, or damage, it will show up and we will bill Lessee for replacement of the carpet and padding, if it cannot be cleaned or treated satisfactorily. Lessee accepts full financial responsibility for the amount of any damages or injury to persons or property that are caused by the pet(s) described above.
2. Puppies/Kittens: Puppies or kittens are allowed only at Management's sole discretion with additional deposit above the normal pet deposit. Animals are considered puppies or kittens when their age is less than 3 years.
3. Occupancy: Lessee agrees not to leave their pet unattended for unreasonable periods. Lessee agrees not to leave food or water for their pet or any other animal outside their dwelling where it may attract other animals. It is strongly recommended that all dogs be crated/caged/kenned while Lessee & occupants are away from the house for any time. Lessee is not to lock or block pet into any single room in the property.
4. No other animals: Only dogs, cats, birds, and fish are allowed. NO REPTILES, AMPHIBIANS, DANGEROUS, HARMFUL OR POISONOUS ANIMALS ARE ALLOWED. Tenant agrees that no additional or different pets will occupy the premises, even temporarily.
5. Leash & Control: Lessee agrees to abide by all local laws & ordinances, including leash, licensing & vaccination requirements. Pets must not be allowed to run loose. Dogs and cats must be on a leash held by a person at all times when they are outside of the house. Birds must remain caged at all times.
6. Tether/Cable Run: County Ordinances do not allow the use of tethers, cables, chains or cable runs tied to a stationary object. Do not tie your pet up outside.
7. Pet Droppings: Lessee must walk the pet(s) in the yard of the property. When the pet(s) leaves droppings, Lessee is expected to immediately clean them up. Failure to do so may result in a fee that may be deducted from the refundable pet security deposit. In addition, Lessee would be in violation of County Ordinances for not immediately removing droppings and disposing of them properly and be subject to fines.
8. Removal: It is further understood and agreed that Lessee will permanently remove the pet(s) from the premises for the balance of the lease should it be necessary because of any noises, barking, damages to the house or property, or any complaints from any others regarding nuisance caused by the pet(s), at Management's absolute sole discretion. The refundable pet security deposit shall be forfeited in such event of removal.
9. Fleas & Ticks: Lessee agrees to have the Property treated for ticks and fleas by a professional exterminator upon termination of this Agreement (regardless of non-refundable pet deposit), proof to be provided for return of security deposit.

Lessee agrees to release, indemnify, hold harmless, and defend Management and all of Management's employees and any vendor/contractors against all liability, judgments, expense (including attorneys fees), or claims by third parties for any injury to any person or damage to property of any kind whatsoever caused by Lessee's pet(s).

LESSEE \_\_\_\_\_ DATE

BY: \_\_\_\_\_
McCREARY REALTY MANAGEMENT, INC., AGENT

LESSEE \_\_\_\_\_ DATE



REALTORS®  
390 Roswell St., Suite 200 / P. O. Box 6040  
Marietta, GA 30065-6040  
770-427-5711 / Fax: 770-427-3955  
Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)

## Payment Policy

**- We will gladly accept the following forms of payment for your monthly rental installment:**

- Personal Checks
- Automatic Debit from a Checking or Savings Account
- Cashier's Check
- Money Order
- Traveler's Check

**- We regret that we cannot accept the following forms of payment for your monthly rental installment:**

- CASH
- Two Party Checks
- Business Checks
- Payroll Checks
- Government Checks (tax refunds, Social Security, Etc.)
- Credit Cards (any sort)

**- We will gladly accept your Personal Check after all initial monies due have been paid - but only under the following conditions:**

- Your check must be pre-printed with current and correct information.
- Your check must be received in the office prior to the 10th of the month.
- Your check must be drawn on a bank with an office in Metro Atlanta.
- Your check must be written for the exact amount due.
- Not more than one of your previous checks had been returned by your bank as unpaid.
- No one other than a named party to the lease may pay your rent by personal check.

**- A Reminder of the Timeliness of Payments from your Lease Agreement:**

- Rent is due on or before the first day of each and every month.
- Late fees will be charged promptly at 9 AM on the 6th of the month regardless of weekends, holidays, pay periods or acts of God.
- All payments made after the 9th of the month must be tendered in certified form.
- On the 10th of the month, any Resident with unpaid rent and charges still due, will then have dispossession proceedings filed against them.

**- Property Address:** \_\_\_\_\_

***Lessee(s) certify that they have read that they have read this policy and understand it. Further, a copy of this policy is acknowledged.***

\_\_\_\_\_  
Management      Date  
Initials

\_\_\_\_\_  
Lessee      Date  
Initials

\_\_\_\_\_  
Lessee      Date  
Initials



WACHOVIA



390 Roswell Street, Suite 200 / P. O. Box 6040  
Marietta, GA 30065-6040  
770-427-5711 / Fax: 770-427-3955  
Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)



## Authorization Agreement For Automatic Debits ACH Debits

Company: **McCreary Realty Management, Inc., AMO®** Company Tax ID Number: **58-1909211**

I(we) hereby authorize **McCreary Realty Management, Inc., AMO®**, hereinafter called **Company**, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) \_\_\_\_\_ **Checking** \_\_\_\_\_ **Savings Account (select one)** indicated below and the Financial Institution named below, to debit and or credit the same to such account.

Said Debits shall be for the **Monthly Rent** as called for in the Residential Lease Agreement and said Debit shall occur on the **First Business Day** of each and every month during the term of the tenancy in the amount agreed to by all parties in said Lease and any proper extension thereof.

Financial Institution (Bank Name): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Transit/ABA #: \_\_\_\_\_

Account Number: \_\_\_\_\_

This authority is to remain in full force and effect until **Company** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **Company** and the Financial Institution named above a reasonable opportunity to act on it.

Lessee  
Name: \_\_\_\_\_  
*(Please Print)*

Lessee  
Name: \_\_\_\_\_  
*(Please Print)*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

*\* Two signatures are required for accounts in joint names.*

**\*\* Please Attach a Voided Check Here \*\***



REALTORS®

390 Roswell St., Suite 200 / P. O. Box 6040

Marietta, GA 30065-6040

770-427-5711 / Fax: 770-427-3955

Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)

# Smoke Detector Addendum

**Notice:** *This Document places a duty upon the lessee to regularly test the Smoke Detector(s) and promptly report all malfunctions to Management Agent in writing.*

THIS ADDENDUM, will become a part of the original Residential Lease Agreement, dated \_\_\_\_\_, between \_\_\_\_\_ Lessee/Resident and McCreary Realty Management, Inc., for the Property located at: \_\_\_\_\_.

**1. Smoke Detector:**

Lessee/Resident acknowledges that as of this date, the Property is equipped with one or more smoke detectors; that Lessee/Resident has inspected the smoke detectors; and that Lessee/Resident finds it/them to be in proper working condition.

**2. Repair:**

Lessee/Resident agrees that is Lessee/Resident's duty to regularly test the smoke detector(s) and agree to notify Management immediately in writing of any problem, defect, malfunction, or failure of the smoke detector(s). Within seven (7) days of receipt of such written notification, Management shall repair or replace the smoke detector(s), assuming the availability of labor and materials.

**3. Maintenance:**

- A. Lessee/Resident agrees to replace the smoke detector(s) battery, if any, at anytime the existing battery becomes unserviceable.
- B. If after replacing the battery the smoke detector(s) will not operate, Lessee/Resident must inform Management immediately in writing of the deficiencies.

**4. Replacement:**

Lessee/Resident agrees to reimburse Management, upon request, for the costs of a new smoke detector(s) and the cost of installation thereof in the event Lessee/Resident or their guest or invitees damage the existing smoke detector(s).

**5. Disclaimer:**

*Lessee/Resident acknowledges and agrees that the Property Owner and Management Agent are not the operators, manufacturers, distributors, retailers or suppliers of the smoke detector(s) individually or jointly. Lessee/Resident assumes full and complete responsibility for all risk and hazards attributable to, connected with, or in any way related to the operation, malfunction or failure of the smoke detector(s), regardless of whether such malfunction or failure is attributable to, connected with, or in any way related to the use, operation, manufacture, distribution, repair, servicing or installation of said smoke detector(s).*

*No representation, warranties, undertaking or promises, whether oral, implied, or otherwise, have been made by Property Owner or Management Agent, their agents, contractors or employees to Lessee/Resident regarding said smoke detector(s), or the alleged performance of the same. Management Agent neither makes nor adopts any warranty of any nature regarding said smoke detector(s,) including expressed or implied warranties. Management Agent and Property Owner shall not be liable for damages, losses and/or injuries to person(s) or property caused by (1) Lessee/Resident's failure to regularly test the smoke detector(s); (2) Lessee/Resident's failure to notify Management Agent of any problem, defect, malfunction, or failure of the smoke detector(s); (3) theft of the smoke detector(s) and/or its serviceable battery; and/or (4) false alarms produced by the smoke detector(s).*

**6. Entire Agreement:**

The parties acknowledge that this written Addendum is the entire agreement of the parties relative to the smoke detector(s) in the above referenced Property. Any agreement that in any way varies the terms of this Addendum shall be unenforceable and completely void unless such agreement is in writing and signed by all parties.

**7. Term:**

The term of this Addendum shall be the same term as the above referenced Residential Lease Agreement, Its renewals or extensions.

**8. Acknowledgement:**

Lessee/Resident acknowledges that Lessee/Resident has read this Addendum, and agreeing to the addendum places a duty upon the Lessee/Resident to regularly test the detector(s) and report all malfunctions of the same to Management in writing.

Agreed to this Date: \_\_\_\_\_.

\_\_\_\_\_  
Management

\_\_\_\_\_  
Lessee/Resident

\_\_\_\_\_  
Lessee/Resident



390 Roswell St., Suite 200 / P.O. Box 6040  
 Marietta, GA 30065-6040  
 770-427-5711 / Fax: 770-427-3955  
 Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)

## UTILITIES

[www.MoveGeorgia.com](http://www.MoveGeorgia.com)

- 866-298-1515

No Fee Connection Service for the following services:

Electricity, Natural Gas, Cable/Satellite, Local & Long Distance Telephone, Internet Access, Cell phones & Home Security

- \_\_\_\_\_ Marietta Power & Water ([www.Mariettaga.gov](http://www.Mariettaga.gov)) - 770-794-5150
- \_\_\_\_\_ Georgia Power Company ([www.georgiapower.com](http://www.georgiapower.com)) - 888-660-5890
- \_\_\_\_\_ Cobb County EMC ([www.cobbemc.com](http://www.cobbemc.com)) - 770-429-2100
- \_\_\_\_\_ Sawnee EMC ([www.sawnee.com](http://www.sawnee.com)) - 770-887-2363
- \_\_\_\_\_ Greystone Power ([www.greystonepower.com](http://www.greystonepower.com)) - 770-942-6576
- \_\_\_\_\_ Acworth Power ([www.acworth.org/departments/power](http://www.acworth.org/departments/power)) - 770-917-8903
  
- \_\_\_\_\_ Georgia Natural Gas ([www.georgianaturalgas.com](http://www.georgianaturalgas.com)) - 888-878-3258
- \_\_\_\_\_ Scana Natural Gas ([www.scana.com](http://www.scana.com)) - 770-429-2100
- \_\_\_\_\_ Gas South ([www.gas-south.com](http://www.gas-south.com)) - 877-332-5442
- \_\_\_\_\_ Austell Gas System ([www.austellgas.com](http://www.austellgas.com)) - 770-948-1841
- \_\_\_\_\_ Statewide Gas Deregulation Line - 877-427-2464  
 ([www.gasgeorgia.com/knowledge/deregulation](http://www.gasgeorgia.com/knowledge/deregulation))
  
- \_\_\_\_\_ Cobb County Water ([www.water.cobbcountyga.gov](http://www.water.cobbcountyga.gov)) - 770-423-1000
- \_\_\_\_\_ Cherokee County Water ([www.ccwsa.com](http://www.ccwsa.com)) - 770-479-1813
- \_\_\_\_\_ City of Austell Water ([www.austellga.gov](http://www.austellga.gov)) - 770-944-4300
- \_\_\_\_\_ City of Smyrna Water ([www.ci.smyrna.ga.us](http://www.ci.smyrna.ga.us)) - 770-319-5338
- \_\_\_\_\_ City of Woodstock Water ([www.woodstockga.gov](http://www.woodstockga.gov)) - 770-592-6006
- \_\_\_\_\_ Atlanta City Water ([www.atlantawatershed.org](http://www.atlantawatershed.org)) - 404-658-6500
- \_\_\_\_\_ Paulding County Water ([www.paulding.gov](http://www.paulding.gov)) - 770-222-6868
  
- \_\_\_\_\_ AT&T Telephone ([www.att.com](http://www.att.com)) - 800-356-3094
- \_\_\_\_\_ DIRECTV ([www.directv.com](http://www.directv.com)) - 800-200-0014
- \_\_\_\_\_ Comcast Cable TV ([www.comcast.com](http://www.comcast.com)) - 800-266-2278
- \_\_\_\_\_ Charter Communications (Smyrna only [www.charter.com](http://www.charter.com)) - 770-333-6400
- \_\_\_\_\_ Loud Security (Ask For McCreary Special [www.loudsecurity.com](http://www.loudsecurity.com)) - 770-427-1300

### INDEPENDENT GARBAGE CONTRACTORS\*

(Some Cities will provide garbage services)

- Acworth Utilities - 770-917-8903
- Custom Disposal - 770-977-2788
- Dixie Garbage - 770-973-6435
- Envirotech Waste - 770-975-3333
- Liberty Disposal - 770-529-3345
- North Metro Waste - 770-924-0294
- Quality Sanitation - 770-944-7769
- Waste Management - 404-794-6707

\*We do not necessarily recommend any one garbage contractor.  
 These companies provide service to the Cobb & South Cherokee communities.

**School System:** \_\_\_\_\_

Elementary: \_\_\_\_\_

Middle School: \_\_\_\_\_

High School: \_\_\_\_\_

Property Address:





## NOTICE TO VACATE AGREEMENT

DATE: \_\_\_\_\_

In accordance with our agreement to rent the property at \_\_\_\_\_ we understand that a notice of thirty days is required to vacate. We have read the following notice and agree that it will be used and signed by us and given to you thirty(30) days prior to vacating the above property, and we agree to be bound by the agreements therein.

\_\_\_\_\_  
McCreary Realty Management, Inc., Agent

\_\_\_\_\_  
**LESSEE**

\_\_\_\_\_  
**LESSEE**

DATE: \_\_\_\_\_

**TO:** McCREARY REALTY MANAGEMENT, INC., AMO®  
390 Roswell St., Suite 200 / P. O. Box 6040  
Marietta, GA 30060 / Marietta, GA 30065-6040  
Phone: 770-427-5711 / Fax: 770-427-3955  
E-mail: [managementinfo@mccrearyrealty.com](mailto:managementinfo@mccrearyrealty.com)

**FROM:** \_\_\_\_\_ Lessee(s)

In accordance with our agreement to give you thirty (30) days notice to vacate, **NOTICE IS HEREBY GIVEN** that we will vacate the premises rented from you, located at, \_\_\_\_\_ on or before \_\_\_\_\_.

IT IS UNDERSTOOD AND AGREED that should we fail to comply with this notice, we will be obligated for any loss or damage suffered by Management, the property owner, or by a new tenant deprived of possession by our failure to vacate the property as we agreed.

We acknowledge that Management has the right to show the property to prospective tenants during the notice period as long as prior arrangements are made.

I agree to return all keys to the property along with any garage door remotes, gate remotes, HOA Access keys & cards, and any mailbox keys to the office of Management after removing all of my possessions from the property. I acknowledge that if I leave the keys at the property, that I am not returning possession and I will be charged daily rent for each day until the keys are returned. I further agree to leave the property freshly cleaned, all lawn maintenance required of me freshly completed, and that all trash is removed from the property completely.

\_\_\_\_\_  
LESSEE

**NOTICE TO VACATE ACCEPTED:**

\_\_\_\_\_  
LESSEE

DATE: \_\_\_\_\_

**BY:** \_\_\_\_\_  
McCreary Realty Management, Inc., AMO®, Agent



## CLEANING GUIDE FOR RESIDENT MOVE OUT

Property Address: \_\_\_\_\_

DATE: \_\_\_\_\_

The following cleaning list is to be used as a guide for cleaning your rental house when you vacate. As each house is different, there are items that might apply that are not included in this list, or items on this list that do not apply to your house. We would like to point out that you will not be charged for "ordinary wear and tear." **We do not consider dirt in any form as "ordinary wear and tear."** It is our desire to refund your deposit and if you follow this guide, then you should not have any cleaning issues.

### LIVING ROOM(S) AND BEDROOM(S)

1. Remove all nails, tacks, anchors and window-covering hangers.
2. Clean baseboards and corners being careful to remove all dust and cobwebs.
3. Flooring: Sweep & mop all hardwoods & laminate floors. Carpet – Clean any stains & vacuum all carpet as the last thing you do.
4. Dust shelves in closets and remove all hangers.
5. Clean light fixture coverings, around light switches and doorframes.
6. Clean fireplace firebox of all ashes & un-burnt wood

### KITCHEN

1. Clean oven, oven walls and racks, broiler pan, and storage space.
2. Clean top cooking surface of all grease & food matter, clean or replace drip pans, clean gas eye grates of grease
3. Clean entire vent-a-hood (run filter through dishwasher). Clean inside & outside of microwave/Venthood combination
4. Wipe clean all kitchen cabinets, both inside, outside and on top. Clean fronts of all drawers and wipe clean the inside of all drawers.
5. Clean refrigerator including under crisper, the walls and any containers.. Unplug and leave door open. Clean under, behind & on top.
6. Clean sink and counter top.
7. Kitchen floor must be swept and mopped clean
8. Clean light fixture coverings.
9. Remove all cleaning solution residue.

### BATHROOM(S)

1. Clean all light fixtures and coverings.
2. Clean medicine cabinet and mirrors (should be free from streaks).
3. Sweep, Mop & Clean all vinyl & tile flooring.
4. Thoroughly clean toilet, sink, cabinet, and tub or shower. Remove all cleaning solution residues.
5. Clean all wall/floor/tub/shower tile, grout & caulk with a mildew & soap scum cleaning solution.
6. All soap dishes, handles, racks, spouts and walls should be free of dirt and stains.

### LIGHT BULBS; WINDOW BLINDS

1. Replace all dead or missing bulbs. Clean all window blinds. Replace any you damaged.

### EXTERIOR, BASEMENTS, OUT BUILDINGS AND YARD

1. Grass must be freshly mowed; yard must be freshly raked; all lawn debris must be removed from yard.
2. Clean gutters, sweep off all porches and decks.
3. Sweep out basement, carport, garage and any out buildings leaving only those items which came with the property.

### PEST CONTROL

1. If pets are present on the property (inside or outdoors) provide Management with a paid receipt from a state licensed pest control service showing the property was treated for ticks and fleas. This treatment must be done after all of your possessions are removed.

### TRASH; DEBRIS; PERSONAL ITEMS

1. All trash, debris and all personal items must be completely removed from property when possession is returned to management. If you leave any trash of any sort, you will be charged for the removal. Do not leave trash after you move out for a service to pick up.

**In order to return possession of the unit, all keys to the house must be brought to Management's office and turned in. The keys represent possession of the property. If you do not, you will be charged at the daily rate for each day they are left at the property.**

**DO NOT LEAVE THE ANY KEYS OR GARAGE DOOR REMOTES AT THE PROPERTY.**

### RENT; PAST DUE CHARGES

A. PRORATED RENT - \$ \_\_\_\_\_

B. PAST DUE CHARGES - \$ \_\_\_\_\_

If you owe any balance, those amounts must be satisfied prior to vacating the unit. If you have any questions regarding this list or any item that might not be on this list, please do not hesitate to call us.

**McCreary Realty Management, Inc., AMO®**

390 Roswell St., Suite 200 • PO BOX 6040 • Marietta, GA 30065-6040 • Phone: 770-427-5711 • Fax: 770-427-3955

Website: [www.McCrearyRealty.com](http://www.McCrearyRealty.com)