

RUNCO RENTALS/ FCA PROPERTIES
1073 Philadelphia Street * Indiana, PA 15701
724.349.0152 * runcorental@verizon.net

LEASE AGREEMENT

This Lease made this _____ day of _____, 20_____.
Between FRED L. RUNCO, Owner, and _____

Hereinafter whether one or more referred to as "RESIDENT", jointly and severally: WITNESSETH that said Owner hereby leases to Resident and the latter lets from the former, the apartment designated as No. _____, Indiana, Pennsylvania 15701, hereinafter called the "premises" for the term of the (fall semester & spring semester) beginning _____ days before the Fall Semester of 20_____, and ending on the _____ day of _____, 20 ____; and beginning _____ days before the Spring Semester of 20 _____ ending on graduation day of _____, 20_____, at the rent of \$ _____.

Payable in advance in the following manner:

- \$ _____ upon execution of this lease;
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before _____
- \$ _____ on or before July 1, _____ (security & key deposit)

1. Resident agrees to pay to Owner or Agent the rent set forth above. Resident agrees with Owner or Agent that this Lease Agreement DOES NOT entitle the Resident to occupy the leasehold premises between the end of the fall semester and the beginning of the spring semester.
2. Each person signing this lease as a Resident shall pay \$500.00 July 1, _____ as a security deposit and for one- (1) key provided by the Owner or Agent to the Resident. The security deposit shall be held by the Owner or the Owner's Agent for the following reasons:
 - a) Payment of all rent and other monies due and owing the Owner,
 - b) Performance of all terms and conditions of the lease,
 - c) Damage to the leasehold premises other than normal wear and tear.Security deposit will be returned under the following terms and conditions:

_____ Name of Tenant & Date	_____ Name of Tenant & Date
_____ Name of Tenant & Date	_____ Name of Tenant & Date
_____ Name of Tenant & Date	_____ Name of Tenant & Date
	_____ Owner/Agent & Date

5. Resident understands that the equipment for utilities to serve the premises installed therein and resident agrees that the cost of the utilities shall be paid as follows:

Heating for Premises (gas or electric)	to be paid by _____
Heating of Water for Premises	to be paid by _____
Gas for Premises	to be paid by _____
Sewer/Recycling-one time fee	to be paid by RESIDENTS TO OWNER
Water Consumption	to be paid by _____
Electricity for Premises	to be paid by _____
Garbage	to be paid by RESIDENTS TO OWNER
Phone	to be paid by Residents
Cable	to be paid by Residents
Internet Service	to be paid by Residents
Recycling	to be paid by RESIDENTS TO OWNER
Key (\$5.00 deposit)	to be paid by RESIDENTS TO OWNER

Any utilities not paid by the resident are considered additional rent and must be paid in full when due, or in the event of termination, for the full term of the lease. Resident understands and agrees that the security deposit is not to be used for any unpaid balance due any utility company. ALL UTILITIES PAID BY THE TENANT/S MUST BE LEFT ON FOR THE FULL TERM OF THE LEASE.

RECYCLING COSTS AND/OR SEWER CHARGES IF PAID BY RESIDENTS WILL BE PAID BY THE RESIDENTS TO OWNER AND THE OWNER CAN REQUEST FULL PAYMENT FOR THE TERM OF THE LEASE IN ADVANCE AND MAY INCLUDE ANY INCREASES APPLIED DURING THE TERM OF THE LEASE.

ANY UTILITIES PAID BY TENANTS, THAT HAVE NOT BEEN CHANGED INTO THEIR NAME BY THE FIRST DAY OF THE LEASE, WILL BE CHARGED THE FULL AMOUNT OF THE UTILITY BILL FOR SERVICE USAGE PLUS BE ASSESSED A \$25.00 BOOKKEEPING FEE. IF UTILITIES ARE NOT TRANSFERRED IMMEDIATELY UPON CHECK-IN RUNCO RENTALS WILL CONTACT UTILITY COMPANY AND HAVE THEM PLACE A TEN - (10) DAY DISCONTINUENCE SERVICE LETTER AT YOUR UNIT. IF TERMINATION OF ANY UTILITY SERVICE DOES OCCUR ALL TENANTS MUST VACATE PREMISES UNTIL UTILITY SERVICE RESUMES.

If paid by Resident, the resident must pay all heating bills when due. The Resident cannot turn the heat off or so low that the pipes could freeze during the winter months. This applies even to semester breaks or vacations. If heat is not sufficient, and damage results, the Resident must pay for any and all damage caused.

Owner shall turn heating on October 15 and shall turn heating off on April 30. If residents desire heat on earlier, residents shall pay whatever the gas company charges for that service to be turned on earlier.

Resident agrees that Owner or Agent shall have the right to temporarily stop service of electricity or water in the event of an accident affecting the same or to facilitate repairs or alterations made in the premises or elsewhere on the Owner's property. Owner or Agent shall have no liability for failure to supply heat, air conditioning, hot water, or other services or utilities when such failure shall be beyond Owner's or Agent's control. Owner shall not be responsible for any related damage to Resident's personal property.

_____ Tenant's Signature	_____ Date	_____ Tenant's Signature	_____ Date
_____ Tenant's Signature	_____ Date	_____ Tenant's Signature	_____ Date
_____ Tenant's Signature	_____ Date	_____ Tenant's Signature	_____ Date

6. Resident will use the furnishings and appliances located within the leasehold premises with due care. If there is any need for repair, the Resident must immediately notify the Owner’s Agent of the problem, and the Agent will have the item fixed or replaced within a reasonable time.

If damage is caused by the Resident, or Guest of the Resident, invited or otherwise, or family member, as determined by the repairman or the Owner’s Agent that said damage is not a result of reasonable wear and tear, the Resident will be charged the cost of the invoice for materials & labor for the repair or the replacement of the damaged item plus a 20% administrative fee.

7. Resident agrees that Owner or Agent shall not be liable for property damage or personal injury occurring in the apartment or elsewhere on Owner’s or Agent’s property unless the damage or injury results directly from the Owner’s or Agent’s negligence.

8. The Resident shall not occupy the premises at any time that school is not in session, unless the Owner or the Agent for the owner is notified one month prior to the intended occupancy of the Resident’s intent to occupy, and that the rate to be charged for said occupancy shall be determined at the time and a separate agreement shall be entered into by and between the Owner, or the Owner’s Agent, and the Resident, and all monies be paid prior to occupancy.

9. If the apartment is damaged by fire or other casualty, Owner or Agent shall repair it within a reasonable time and rent shall continue unless the casualty renders the apartment untenable, in which case this lease shall terminate and Resident, upon payment of all rent to date the apartment is surrendered, shall not be liable for any further rent. If only a portion of the apartment is untenable, the Resident may, with mutual agreement of Owner and Agent, alternatively choose to continue in possession and shall thereupon be entitled to a pro-rate reduction in the amount of rent, provided that election to proceed under this alternative shall not be waiver of the resident’s right to terminate the lease if repairs are not made within a reasonable time.

10. Owner or Agent, or any person authorized by him shall have the right to enter the apartment to inspect, make repairs or alterations as needed to enforce this lease, check for illegal use of drugs or alcohol, and after notice of termination is given, to show the apartment to prospective residents.

11. These lease confers no rights on resident to use for any purpose any of the property of Owner or Agent other than the interior of the apartment hereby leased, except the walks and roadways giving access thereto and such other areas, if any, as Owner or Agent may from time to time designate for use of residents. When the use by resident of any other portion of Owner’s or Agent’s property is permitted, it shall be subject to the rules and regulations established by Owner or Agent.

12. The Resident agrees to control the conduct and the behavior of any and all guests, as well as, themselves, who enter the leasehold premises, and that they will prohibit any guests or family members or licensee or invitee to injure the premises or to disturb the other Residents, and are responsible for all parties coming upon the leasehold premises, obeying the rules and regulations (Schedule A) which are attached to this lease and made part thereof.

13. This lease is subject and subordinate to the lien of all mortgages now or at any time hereinafter placed upon any part of Owner’s or Agent’s property which included the apartment, to extensions or renewals, and to all advances now or hereafter made on the security thereof. Resident agrees, upon request, to execute such

_____	_____	_____	_____
Tenant’s Signature	Date	Tenant’s Signature	Date
_____	_____	_____	_____
Tenant’s Signature	Date	Tenant’s Signature	Date
_____	_____	_____	_____
Tenant’s Signature	Date	Tenant’s Signature	Date

further instruments evidencing such subordination as Owner or Agent may request, and if resident fails to do so, Owner or Agent is empowered to do so in the name of Resident.

14. If the rent and/or any charges hereby reserved as rent shall remain unpaid on any day when the same ought to be paid, Resident hereby empowers any Prothonotary, Clerk of Courts, or attorney of any court record to appear for resident in any and all actions which may be brought for said arrears of rent or charges reserved as rent, and/or to sign for Resident an agreement for entering in any competent court an amicable action or actions for the recovery, or such appears of rent or other expenses and in said suits or in said amicable action or actions to confess judgment against Resident for all arrears of rent or other charges reserved as rent or expense as a foresaid, and for interest and costs together with an attorney’s commission of five percent (5%). Such authority shall not be exhausted by one exercise thereof, but judgment may be confessed as aforesaid from time to time as often as any of said rent and/or other charges reserved as well after the expiration of the original term and/or during any extension or renewal or this lease.

15. When this lease shall be determined by condition broken either during the original term of this lease or any renewal or extension thereof, and also when and as soon as the term hereby created or any extension thereof shall have expired, Resident hereby authorizes any attorney as attorney for resident to sign an agreement for entering and to enter in any competent court an amicable action and judgment in ejectment against Resident and all persons claiming under Resident for the recovery by owner of possession of the herein demised premises and for damages for the detention thereof (to be assessed on the basis of the rental of this lease), for which this lease shall be his/her sufficient warrant, whereupon if Owner so desires, a writ of possession may issue forthwith, without any prior writ or proceedings whatsoever and provided that if for any reason after such action shall have been commenced the same shall be restored to Resident. Owner shall have the right upon any subsequent default or defaults, or upon the termination or this lease as hereinbefore set forth, to bring one or more amicable action or actions as hereinbefore set forth to recover possession of the said premises.

16. All of the remedies hereinbefore given Owner and all rights and remedies given to him by law and equity shall be cumulative and concurrent. No determination of this lease or the taking or recovering possession of the premises shall deprive Owner of his remedies or action against the resident for rent due at the time or which, under the terms hereof would be in the future become due as if there had been no determination, nor shall the bringing of any action for rent or breach or construed as a waiver of the right to obtain possession of the premises.

17. That at the end of any term, the Resident agrees to remove all his/her belongings. The Owner or Agent will not be responsible for any loss or damage to any items left by the Resident after the term of the lease.

ANY FURNITURE BELONGING TO RUNCO RENTALS WILL NOT BE REMOVED AT ANY TIME ONCE THE TERM OF THE LEASE BEGINS.

_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date
_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date
_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date

18. That if during the term of the lease the Resident or Residents are evicted from the leasehold premises, the evicted Resident or Residents shall forfeit all rent monies already paid, and all security deposits being held by the Owner or the Owner's Agent
(Initialed: _____, _____, _____, _____, _____.)

19. The Resident understands and agrees that if any of the payments are late, whether it be for rent or utility payments, the Resident shall be charged a late fee as follows:

- 1) \$ 25.00 – one day late and \$ 5.00 each day thereafter.
- 2) If not paid by the 30th day, the resident shall be evicted.

20. The resident understands and agrees that if any check is returned “NSF”, the Owner, or Agent will redeposit or accept alternate payment after an amount of \$ 50.00 is paid by the Resident for bank fees charged to Owner.

21. It is understood by the Resident that the Owner's insurance does not cover the belongings of the Resident. The Resident shall either provide his/her own insurance, or understand that his/her parents' homeowners insurance is necessary to cover his/her belongings. The Owner is not responsible for ANY type or loss incurred by residents whether it be water, fire, smoke, etc. (Addendum To Lease)

22. NO PETS- If found- we will proceed with eviction. (Addendum To Lease, Schedule A, # 1)

23. No parties, kegs, party balls, or bulk beer. If this clause is broken there will be an eviction and a call made to your parents. (Schedule A, # 2)

24. Each apartment is required by this lease to have at a minimum, one (1) 35 gallon trash container. Should residents not comply with this rule, a \$ 5.00 fine will be levied by Owner or his Agent on a day-to-day basis until container is purchased. (NO TRASH BAGS ARE ALLOWED IN OR OUT OF THE APARTMENT WITHOUT THIS TRASH CONTAINER). Residents are responsible for all trash, garbage, bottles, recyclables, litter, cigarette butts (use proper container), or any other debris which is on the lawn, or inside the building or anywhere on the property. Should the Owner or his Agent have to remove said garbage, there will be a \$ 50.00 charge to all residents in the apartment. Any and all violations from the Borough of Indiana will be the responsibility of all tenants residing in said property or unit.

25. Parking lots, driveways, or any parking provided by the owner, are for RESIDENTS ONLY, NOT GUESTS. Spaces will be on a rented basis in addition to the rent which is paid for the apartment. Cars with proper I.D. will be the only ones permitted and all others will be towed, even if you are a resident. Make sure you are registered and have your parking permit. (Schedule A, # 52)

26. Recycling containers will be provided by the Owner. Any lost, stolen, or damaged container will be assessed to the Residents, or they may purchase a replacement from the Borough of Indiana.

27. Residents must understand that PARENTAL CONSENT FORMS must be returned for all Residents signing the lease. If any one consent form of any one resident is not returned, signed by both parents and notarized, the remaining Residents and their parents who signed are bound by the lease as signed, and if the Resident or Residents who did not return the form does not assume their part of said lease, the remaining Residents are responsible to fill the vacant space or spaces or pay the difference in the rent due. All substitute Residents must also complete the Parental Consent Form. Any other signature will be denied occupancy with the understanding that any monies paid will be credited against rent due and owing by remaining Residents.

28. Parental Consent Forms must be returned by the date stated on the consent form. If they are not, the Owner or Agent can decide to re-rent the apartment upon notice to the Resident/s with loss of monies already paid. This clause was included to make sure that the apartment is rented in a timely matter, that the maximum number of tenants the unit is zoned for is fulfilled, and the proper paperwork is completed.

29. Residents understand, should they “CHANGE THEIR MIND”, and decide NOT to rent the apartment, they MUST contact the Owner within 72 HOURS after signing the lease (\$ 50.00 will be charged for processing even if contracted within the 72 hour time period) or loss the down payment monies which they paid at the time of signing if the 72 HOUR – PERIOD – NO EXCEPTIONS. Should they stop payment on any check/s, charges will be filed with the proper authorities for the monies, plus any fees that may apply.

30. Should any damages occur because of the Resident or the Residents’ guest/s, the Resident and their parents shall be held financially responsible. All Resident/s must follow all the borough and/or state and/or municipal government codes, rules, laws, and building occupancy regulations. Any Resident/s cited for over-occupancy, noise violation, public disturbance, or any other Indiana Boro violation will assume full or any financial responsibly.

31. Resident/s understand that the apartment or property has been rented to the undersigned only. Should the owner or Agent find others living in the premises, and not being named on the lease, Resident/s will be charged for the additional rent for tenant/s, and eviction will follow.

32. Resident/s are PROHIBITED TO CHANGE OR ADD ANY LOCK/S to the residence. Resident/s is also PROHIBITED TO DUPLICATE OR COPY KEY/S. Resident/s will be prosecuted by the owner for any damages that may occur.

33. Any small appliance brought in by Resident/s must be in good working order and have the proper safety features along with being UL listed for safety.

34. There shall be a charge of \$ 200.00 per Resident for the cleaning of the Resident’s apartment after term of lease. However, if the tub and enclosure, shower and enclosure, stove is in need of a second cleaning due to excessive dirt, scum, grease or burnt food and grease, there will be an additional charge of \$ 10.00 per hour and the cost of invoice for the materials. * Professional Carpet/ Upholstery Cleaning are the responsibility of tenants prior to check-out. Runco Rentals will charge the following amounts: One bdrm- \$ 75.00, Two bdrm- \$ 85.00, Three bdrm- \$ 95.00, Four bdrm- \$ 100.00; Heavy soiled area- \$ 25.00, Stairs- \$ 25.00: Furniture: Chair- \$ 25.00, Couch- \$ 45.00 will be subtracted from security deposits.* Tenants will need to provide proof of Professional Carpet/Upholstery Cleaning: copy of a receipt for services of carpet/upholstery cleaning is required to insure monies are not deducted for tenant/s security deposit.

35. Resident/s are responsible for any window, screen, or mirror breakage in the apartment. Any holes or damages to walls will also be charged to Resident/s and payment due when damage has been repaired.

36. The Resident/s will not disrupt in any way the re-rental of the premises.

37. Resident/s understand that there is an Act # 1993-29 Plain Language Consumers Contract Act. Resident/s also understand that this landlord was not able to have contracted prepared as per act, and all undersigned understand and accept this contract.

38. That prior to the execution of this lease, the Resident agrees that the lease has been read by said Resident/s and understands the rules and regulations (Schedule A) which are attached hereto and made part thereof, and that the said Resident/s is bound by those rules and regulations.

_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date
_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date
_____ Tenant’s Signature	_____ Date	_____ Tenant’s Signature	_____ Date

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have set their hands and seals the year and day first above written.

Witness:

Resident _____ **Date**

Resident _____ **Date**

Resident _____ **Date**

Resident _____ **Date**

Resident _____ **Date**

Resident _____ **Date**

Owner

Owner

INCLUDE ATTACHMENT: SCHEDULE "A" AND ADDENDUM PAGE

ADDENDUM TO LEASE

WE THE UNDERSIGNED:

UTILITIES: Tenant/s understands that Owner or agent cannot hook-up utilities for which the tenant/s is responsible. Tenant/s MUST contact the utility companies and make arrangements by August 1st to have utilities transferred into their names by date of check-in. All utility usage amounts owed to Owner MUST have full payment immediately upon receipt of bill. A \$ 50.00 fee will be charged until utility service/s is transferred.

Note: must be flush wall-mount jacks and must have the Owner's WRITTEN approval before work may begin. The owner or agent is NOT responsible for any wire maintenance for phone, cable or internet service/s. Any additional lines, installments and/or repairs are the tenants' responsibility.

INSURANCE: Understand that the Owner's insurance does not cover the tenants' belongings and that the tenant/s should investigate if their parents' insurance covers their belongings or research possible purchase of renter's insurance.

SMOKE DETECTORS: If smoke detectors are installed in the property, Tenant/s acknowledges: that Tenant/s has been instructed by the Landlord as to all procedures needed to test the smoke detectors in the Property and in the building of which Property is a part, that Tenant/s fully understands what to do to test smoke detectors and that Tenant/s promises to test the smoke detectors monthly or more frequently, as recommended by the manufacturer, all smoke detectors in and on the Property, or in and on common areas of the building of which the Property is a part. Tenant/s agree to notify the Owner or Agent immediately if any smoke detectors are found not to be working order for any reason. Tenant/s agree to pay for and keep fresh batteries in each smoke detector for which Tenant/s is responsible. Tenant/s agree to pay any loss damage incurred by Owner which results from Tenant/s' failure to comply with any part of this paragraph.

REGARDS TO A FACULTY (SCHOOL) STRIKE: Any university faculty, staff, or maintenance strike that stops or cancels daily classes does not change the terms of the lease; payments will continue as agreed upon.

WE THE UNDERSIGNED:

Do understand the rules and terms of the lease we have signed relating to having any animal/s in our apartment or house, i.e. Page 6, # 22 and "Schedule A", of the Rules and Regulations, # 1 and # 3. We also understand our security deposit/s will be forfeited if any animal/s is found during the time we occupy or if any evidence is found after the term of the lease. In either event, each occupant will pay Runco Rentals a new security deposit of \$ 500.00 in CASH which will be held for the remainder of the lease or be used to cover cleaning and/or repairs/replacements to our apartment or house referred to on Page 7, # 38 in said lease. A re-inspection charge of \$ 55.00, + 20% administrative cost will be invoiced to resident/s. Full payment of CASH will only be accepted.

DAMAGES: Each resident/s understands that they will be charged the actual cost necessary to repair/replace any damage/s done by any resident/s, or done by their guest/s and/or visitor/s, if damage/s are done during the term of this lease. The resident/s understand that they will be responsible for all cost/s and fee/s necessary for the collection of any damage/s done by the resident/s and that the resident/s shall be liable, both jointly and severally, for those damage/s and the cost/s and/or fee/s, including attorney fees up to \$ 1,000.00 if the matter has to be resolved at the District Court level. A 20% administrative fee will applied to the total of ALL invoices that is submitted. If this matter is not resolved, or it is necessary to resolve the damage/s in the Courts of Common Pleas, then the actual costs assessed to the Owner shall be charged against the resident/s, both jointly and severally, and includable in any judgment/s rendered in favor of the Owner and against the resident/s.

TENANT PROPERTY: Page 5, # 17; After a tenant/s have given up possession of the apartment or house at the term of the lease; any and all property left in the said premise's will become the property of Runco Rentals and not be returned. Fees for removal any property will be applied along with a 20% administrative fee. NO EXCEPTIONS.

We the tenant/s residing at _____, Indiana, PA 15701
Understand and have read the terms of the ADDENDUM TO LEASE.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Owner Date

SCHEDULE "A"

RULES AND REGULATIONS

****IF ANY OF THE FOLLOWING RULES OR REGULATIONS LISTED BELOW ARE BROKEN, ALL TENANTS WILL BE CHARGED EQUALLY IF NOT CLAIMED BY A PARTICULAR PARTY.****

1. VIOLATIONS OF ANY RULES STATED MAY BE CAUSED FOR IMMEDIATE TERMINATION OF THE LEASE AND IMMEDIATE EVICTION.
2. NO PARTIES, KEGS OF BEER, PARTY BALLS, OR ANY TYPE OF BULK BEER ANYWHERE ON THE PREMISES.
3. NO ANIMALS OF ANY KIND.
4. THE RESIDENTS SIGNING THIS LEASE UNDERSTANDS 10 NON – RELATED PEOPLE CONSTITUTE A PARTY.
5. NO FIREARMS, GAMBLING, DRUGS OR ANY OTHER ILLEGAL ACTIVITY ALLOWED ON THE PREMISES.
6. IF ANY ILLEGAL ACTIVITY, PARTIES, KEGS, ANIMALS, OR COMPLAINTS DUE TO EXCESSIVE NOISE, ARE REPORTED TO OUR BUSINESS OFFICE BY THE POLICE DEPARTMENT OR FOUND OUT BY THE OWNER OR THE OWNER’S AGENT; A 4 500.00 FINE WILL BE CHARGED TO THAT RESIDENCE AND PAID TO THE OWNER IMMEDIATELY.
7. TENANTS ARE NOT ALLOWED ON THE ROOF.
8. TENANTS ARE NOT ALLOWED IN THE BASEMENT OR ATTIC.
9. INTERCONNECTING AND BATTERY OPERATED SMOKE ALARMS: IF THE ALARM IS DISCONNECTED AT ANY TIME, OR IN ANY MANNER, THE TENANT WILL BE RESPONSIBLE FOR THE COST OF REPAIRS OR ANY FINES PLACED BY THE LOCAL BORO OR MUNICIPALITY.
10. DISCHARGE OF FIRE EXTINGUISHERS: TENANTS MUST NOTIFY OUR BUSINESS OFFICE IMMEDIATELY IF A FIRE EXTINGUISHER IS USED OR EXPELLED FOR ANY REASON. CHARGES FOR THE USE OF THE EXTINGUISHER WILL BE CHARGED TO THE TENANTS EQUALLY.
11. APARTMENT MUST BE KEPT CLEAN AND GARBAGE FREE FOR THE TERM OF THE LEASE. OWNER MAY HAVE THE RIGHT TO INSPECT AT ANY TIME DURING THE LEASE PERIOD. ** ALL COMMON AREAS ARE TO BE CLEANED BY ALL TENANTS. PUBLIC HALLS AND STAIRWAYS SHALL NOT BE OBSTRUCTED OR USED FOR ANY PURPOSE OTHER THAN INGRESS AND EGRESS FROM THE APARTMENTS. FIRE ESCAPES SHALL NOT BE OBSTRUCTED.
12. MULTIPLE OUTLETS PLUGS MUST BE LISTED AND HAVE A SURGE PROTECTOR.
13. NO SANITARY NAPKINS, TAMPONS, CONDOMS, PAPER TOWELS, OR ANY OTHER FOREIGN OBJECTS ARE TO BE FLUSHED DOWN THE TOILET. IF THE TOILET BECOMES CLOGGED BECAUSE OF THIS, IT IS THE TENANTS’ RESPONSIBILITY TO PAY FOR REPAIRS. TENANTS WILL BE BILLED FOR FULL AMOUNT DUE FOR ANY MAINTENANCE SERVICE.
14. FURNITURE WILL NOT BE PUT OUTSIDE FOR ANY REASON!
15. REPORT ANY BREAKDOWNS IMMEDIATELY; i.e. appliances, lighting, plumbing, etc.
16. OWNER RESERVES THE RIGHT TO INSPECT THE APARTMENT WITH SHORT NOTICE; TO PERFORM ROUTINE MAINTENANCE WORK AND TO SHOW THE APARTMENT TO PROSPECTIVE TENANTS WITHOUT INTERFERENCE.

(Initialed: _____, _____, _____, _____, _____.)

17. DAMAGES OR OTHER CHARGES INCURRED DURING THE TERM OF THE LEASE WILL BE PAID FOR IMMEDIATELY TO THE OWNER.
18. DO NOT APPLY TO WALLS, CABINETS, FURNITURE OR DOORS ANY NAILS, PINS, TAPE, CONTACT PAPER, DUCT TAPE, OR PAINT. TENANTS WILL BE CHARGED FOR DAMAGES.
19. ALL TENANTS MUST SUPPLY A COVER FOR THEIR MATTRESS.
20. NO WATERBEDS.
21. ALL BEDS, CHEST, AND FURNITURE MUST BE LEFT IN THE ROOMS WHERE FOUND UPON TAKING POSSESSION OF THE UNIT.
22. TENANTS WILL FURNISH THEIR OWN BLINDS AND CURTAINS.
23. NO PORTABLE HEATING UNITS ALLOWED.
24. NO PORTABLE AIR CONDITIONERS MAY BE USED WITHOUT THE PERMISSION OF THE OWNER OR AGENT.
25. NO CANDLES CAN BE BURNED ANYWHERE ON THE PREMISES.
26. WEIGHTS AND WEIGHT BENCHES ARE NOT ALLOWED IN THE APARTMENT.
27. ALL STORM WINDOWS AND DOORS MUST BE KEPT CLOSED DURING THE WINTER MONTHS.
**DO NOT REMOVE ANY SCREENS.
28. TENANTS ARE TO SUPPLY ALL REGULAR LIGHT BULBS WHEN NEEDED. IF YOU NEED HELP INSTALLING, THIS WILL BE PROVIDED FOR YOU. DO NOT USE MORE THAN A 60 WATT BULB IN ANY FIXTURE.
29. ALL LOCKS ARE IN WORKING ORDER WHEN YOU MOVE IN; IF A LOCK IS BROKEN, THE TENANT(S) WILL ASSUME THE COST FOR REPLACEMENT. YOU MUST NOTIFY OWNER OR AGENT IMMEDIATELY IF THIS HAPPENS.
30. THERE WILL BE A \$ 25.00 REPLACEMENT KEY FEE. THERE WILL BE \$ 25.00 SERVICE CHARGE IF YOU LOCK YOURSELF OUT DURING OFFICE HOURS. THERE WILL BE A \$ 50.00 SERVICE CHARGE AFTER OFFICE HOURS.
31. THERE WILL BE A \$ 50.00 SERVICE FEE FOR REMOVAL OF ANY TRASH DURING THE LEASE PERIOD THAT IS NOT REMOVED AND IN A TIMELY MANNER (24 HOURS) WHEN NOTICE IS GIVEN BY THE OWNER OR AGENT.
32. WHEN PREMISES ARE VACATED AT THE TERM OF THE LEASE; ANY TRASH, CARPET, OR PERSONAL PROPERTY LEFT BEHIND WILL BE CONCLUSIVELY DEEMED ABANDONED AND CHARGES WILL BE APPLIED FOR THE REMOVAL.
33. PARKING OF CARS ON THE GRASS IS NOT ALLOWED AT ANY TIME.
34. TENANTS ARE RESPONSIBLE TO REMOVE SNOW FROM THEIR OWN PARKING SPACE AND AROUND THEIR CAR. TENANT MUST FURNISH SNOW SHOVELS.
35. PARKING LOTS AND SPACES ARE ONLY FOR TENANTS WHO PAID FOR A SPACE. ALL UNAUTHORIZED VEHICLES WILL BE TOWED AT THE OWNER'S EXPENSE.

(Initialed: _____, _____, _____, _____, _____.)

FRED L. RUNCO

Runco Rentals
 1073 Philadelphia Street * Indiana, PA 15701
 724.349.0152

ADDENDUM TO SIGNED LEASE

Tenant Damage / Repair and Service Minimum

Garbage and/or Debris Removal (abandoned possessions, broken furniture, mattress, etc.) \$ 150.00

Repair & Paint of Each Wall (Major Damages) \$ 100.00
Repair & Paint of Each Wall (Minor Damages) \$ 35.00
Paint Only of Each Wall \$ 25.00
Touch-Up Paint of Each Wall \$ 15.00

Perishable Food Items Removal \$ 50.00
Perishable Food Items Removal- Refrigerator \$ 50.00
Remove Rug or Debris Outside \$ 50.00
Remove Furniture \$ 150.00 (Left in the apartment after lease is over)
Remove Bed Mattress \$ 30.00

Breaking of Furniture Actual Cost + 20% adm. fee
(i.e. bed frames, bunky boards, bed rails, sofa, chairs, tables, cabinets, refrigerator, stove, and any other that may apply.)

Repair any sinks, toilets, bathtubs and shower stalls Actual Cost + 20% adm. fee
Replacement of any sinks, toilets, bathtubs and shower stalls Actual Cost + 20% adm. fee
Burn Holes in Cushion \$ 50.00
Burn Holes in Carpeting \$ 50.00 per burn
Repair of Doors or Locks \$ 100.00 - \$ 150.00
Replacement of Carpeting Actual Cost + 20% adm. fee
Stove Pans \$ 50.00 per oven
Replacement of broken Bunky Board \$ 95.00
Replacement of fabric on Bunky Boards if stained \$ 20.00

Light Bulbs Actual Cost
Replacement of Door (inside or outside) \$150-\$500
Replacement of Smoke and/or Carbon Monoxide Detectors Actual Cost
Replacement of missing batteries from Smoke and/or Carbon Monoxide Detectors \$ 10.00 each (includes \$ 10.00 fine)
Replacement of light bulbs \$ 5.00 each

Replace lost key (unit and/or front entry door of multi unit property) \$ 25.00 each
Re-Key Unit (keys not returned at move out) \$ 100.00 per door
Emergency Re-key unit \$ 150.00 per door

Plugged toilet \$ 75.00 minimum

Broken Single Pane Window \$ 60.00
Broken Double pane window Material cost + labor @ 35.00 per hour
Broken or Missing Screen \$ 50.00
Replacement and/or Repair of Screen Door Actual Cost + 20% adm. fee
Replacement of Mini Blinds Actual Cost + 20%

Replacement or Broken Fire Extinguisher \$ 100.00
Discharged Fire Extinguisher \$ 50.00

Lock out fee between 8:00 am and 4:00 pm \$ 35.00
After 4:00 pm and on weekends and holidays \$ 75.00

Re-inspection due to tenant's violation \$ 40.00 for 1st re-inspection and 75.00 each thereafter
Damage Deposit \$ 250.00
Illegal Animals \$ 500.00

- *There shall be a charge of \$ 200.00 per Resident for the cleaning of the Resident's apartment after the term of lease. However, if the tub and enclosure, shower and enclosure, stove is in need of a second cleaning due to excessive dirt, scum, grease or burnt*
- *Professional Carpet/ Upholstery Cleaning are the responsibility of tenants prior to check-out. Runco Rentals will charge the following amounts: Carpets located in Common Areas: \$ 75.00, Heavy soiled area- \$ 25.00extra (will be divided equally by all tenants residing in leased unit.): Furniture/ Upholstery: \$ 25.00 per unit(will be divided equally by all tenants residing in leased unit.): Any tenant that has carpeting in their bedroom will be charged\$ 25.00. All deductions will be subtracted from your security deposits.* Tenants will need to provide proof of Professional Carpet/Upholstery Cleaning: copy of a receipt for services of carpet cleaning is required.*

Any damages that occur in all common living spaces will be divided between all tenants.
 Any and all other damages that occurs other than those listed above will be charged accordingly.

My signature below signifies my agreement that this charge list is part of my lease:

 Tenant Signature

 Date

 Landlord Signature

 Date

 Apartment Address

 , Indiana, PA 15701

PARKING: THERE ARE _____ UNITS IN YOUR BUILDING.

THERE ARE _____ PARKING SPACES AVAILABLE FOR YOUR APARTMENT. ADDITIONAL SPACES MAY BE PURCHASED AT ONE OF OUR OTHER LOTS IF AVAILABLE. ALL PARKING SPACES ARE AVAILABLE FOR \$150.00 PER SEMESTER OR \$250.00 FOR A FULL YEAR.

OCCUPANTS:
THE NUMBER OF OCCUPANTS LEGALLY PERMITTED IN YOUR UNIT IS _____.

INSPECTION:
The Borough Manager or his designee shall have the right to inspect your unit between the hours of 8:00 AM and 8:00 PM for the purpose of making certain that the building or dwelling unit complies with all applicable Indiana Borough Ordinances, including the IBC, IPMC and Ordinances related to sewage.

I SIGNIFY WITH MY SIGNATURE THAT I UNDERSTAND ALL THE RULES AND REGULATIONS SET FORTH BY RUNCO RENTALS AND FCA PROPERTIES AND I WILL ABIDE BY THESE RULES.

RESIDENT DATE

RESIDENT DATE

RESIDENT DATE

RESIDENT DATE

RESIDENT DATE

OWNER/AGENT DATE