



DISCLAIMER WARNING

This packet is provided as a courtesy and contains sample leases, applications, check in/check out forms, eviction notices and miscellaneous documents.

These samples MAY NOT comply with current Wisconsin State laws.

The City of River Falls and the River Falls Municipal Utility makes no implicit or explicit guarantees regarding the contents and further disclaims any liability for any direct or indirect damage that may result from the use of these documents.

Please check with your attorney before using any of these documents.

Sample Leases

Attachment for Rental Agreement

Date _____

Names of Tenants (18 years & older): _____

Address of rental _____

Email Addresses, Phone #'s and Work #'s of all tenants 18 and over

_____ /Email _____

_____ /Email _____

* Tenants are required to submit Post -dated checks for entire lease term

\$25.00 Late fee \$5.00 per day late fee for rent after the 1st plus the 25.00 late fee

* \$25.00 NSF Charge/ Plus Late Fee if Check has Non- Sufficient Funds

X__ *No Smoking in the building (including the garage) results in eviction and loss of Security Deposit

X__ *No Pets!!! *No Waterbeds. *No Trampolines/playground sets without permission

X__ *Tenants are responsible for the cost of Professional carpet cleaning, hired by Landlord _____ at the end of lease/upon moving out. Also a \$200.00 Cleaning fee will be assessed if tenant does not comply with the checkout procedures.

X__ *No nail holes or you will be charged for filing and painting of the walls of entire unit.

*Must notify us with all phone # changes immediately. * return Check-in list in 10days

*If any of these terms are broken, could be cause for Termination of lease/eviction and loss of entire security deposit.

* Tenant is Responsible for lease term.

*At end of lease term 2 month notice required.

PRINT NAME

Signatures:

Tenant X _____ X _____

Tenant X _____ X _____

Tenant X _____ X _____

Landlord Name

Landlord Signature _____

WISCONSIN RESIDENTIAL LEASE

Landlord and Tenant agree to the following terms.

TENANT:

Name

Phone Number

Home Address

City, State, Zip Code

LANDLORD:

Address:

River Falls, WI 54022

Phone:

E-mail:

The Premises ("Premises") is located at

River Falls, WI 54022

Date of Possession: Starting Date: August 1, 2015; Ending Date: July 30, 2016;

Move out inspection shall be July 25, 2016. Turnover maintenance by Landlord may be done July 25, 2016 to July 31, 2016. Tenant may make arrangements to stay during turnover period if tenant is returning.

Security Deposit:

\$290.00 Security deposit is due at the time of signing the lease.

Rent payments: Rent of \$290.00 per month shall be due on the 1st of each month. See below.

Utilities: The Landlord shall receive the bills for utilities and other services supplied to the Premises. Landlord shall split the bill five ways and bill each tenant 20% of the total bill. Landlord shall furnish tenant, copies of utility bills for the premises upon request by Tenant.

Tenant shall pay Landlord within 7 days of the receipt of billing from Landlord, all charges for heat (natural gas), electricity, sewer & water, internet, t. v., and garbage collection. Such items are considered additional rent Tenant owes Landlord. Landlord shall pay for mowing and routine maintenance.

Appliances and Personal Property: The following are included in the Premises:

- *KITCHEN REFRIGERATOR *CLOTHES WASHER & DRYER *KITCHEN STOVE
- *MICROWAVE & DISHWASHER *VACUUM CLEANER *WINDOW MINI BLINDS

TERMS OF THIS LEASE.

1. OCCUPANCY AND USE. Only the Tenants listed above may live in the Premises, except as allowed by law. The Premises, Utilities and Services shall be used only for common residential uses.

2. RENT. Tenant shall pay Rent in advance on or before the first day of every month. Tenant shall hand Landlord the rent check or slide it under the Landlord's bedroom door:

MAKE CHECKS PAYABLE: _____

3. LATE FEE AND RETURNED CHECK FEE. If Landlord does not receive the rent by the 8th day of the month that rent is due, a late fee of \$15.00 shall be due along with the month's rent. Tenant must pay any late fee listed above as additional rent. Tenant shall pay \$35.00 for each unpaid check returned by Tenant's bank. Rent is "paid" when Landlord receives it, not when mailed or sent by Tenant.

- 4. SECURITY DEPOSIT.** Landlord may use the security deposit:
- A. To cover Tenant's failure to pay rent or other money due to Landlord.
 - B. To return the Premises to its condition at the start of the tenancy except for ordinary wear and tear.

Within 21 days after the tenancy ends and Tenant gives Landlord a forwarding address, Landlord shall return the full security deposit with interest or send a letter explaining what was withheld and why.

5. TENANT PAYS FOR DAMAGE. Tenant shall pay for all loss, cost, or damage (including plumbing trouble) caused by willful or irresponsible conduct of Tenant or by a person under Tenant's direction or control.

6. LANDLORD'S NON-WAIVER. Payments other than rent are due according to the terms of this Lease or when Landlord demands them from Tenant. Landlord's failure or delay in demanding payments is not a waiver. Landlord may demand payments before or after Tenant vacates the Premises.

7. COSTS OF COLLECTION: In the event that Landlord incurs costs for (1) collecting overdue rent or any other amount due under the terms of the Lease, (2) gaining possession of the Premises, or (3) repairing damages caused by negligence or Tenant improvement or improper use by Tenant, Tenant agrees to pay all costs and reasonable attorney's fees incurred.

8. PREMISES INSPECTION. Prior to moving in Landlord and Tenant will inspect the Premises together and sign an inspection move-in sheet. A copy shall be attached to this Lease. When the Lease ends, Landlord and Tenant shall inspect again and complete an inspection move-out sheet. Tenant will be responsible for the costs of any cleaning up, removing any personal property and the costs of repairing damage to the Premises after Tenant has vacated. A fee schedule of these costs may be given to tenant prior to Tenant vacating.

9. LANDLORD'S PROMISES.

- A. The Premises and all common areas are fit for the use intended by Landlord and Tenant.
- B. Landlord shall make necessary repairs. Landlord need not repair damage caused by the willful or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's direction or control.
- C. Landlord shall keep the Premises up to code unless a violation of the codes has been caused by the willful or irresponsible conduct of Tenant, Tenant's guests, or a person under Tenant's direction or control.

10. TENANT PROMISES.

- A. Tenant shall not allow damage to the Premises.
- B. Tenant shall mow the lawn and keep the sidewalks and driveway clear of snow.
- C. Tenant shall make no alterations or additions.
- D. Tenant shall remove no fixtures or personal property of Landlord.
- E. Tenant shall keep the Premises clean and tidy; and change the furnace filter monthly.
- F. Tenant shall keep batteries in the smoke detectors and inform landlord if any detectors are not working after putting new batteries in them.
- G. Tenant shall not unreasonably disturb the peace and quiet of others, including neighbors.
- H. Tenant shall allow Landlord to show the Premises including bedrooms to future tenants.
- I. Tenant shall not use the Premises in any way that is unlawful, illegal, or dangerous, or that would cause a cancellation, restriction or increase in premium in Landlord's insurance.
- K. Tenant shall not use or store in or near the Premises any illegal, flammable or explosive substances.
- L. Tenant shall notify Landlord in writing by mail or e-mail of any repairs to be made.
- M. Tenant shall keep the front and rear sidewalks snow shoveled and in a safe condition.
- N. Tenant shall not leave furniture or trash in the rubbish collection area or in the garage. Tenant shall put trash and recycling on curbside for the trucks to pick up once a week according to the pickup schedule. Tenant shall break down all cardboard containers for recycling.

11. RESTRICTIONS.

- A. **WATERBEDS.** Tenant shall not have water beds or other water-filled furniture on the Premises.
- B. **PETS.** Tenant shall not have animals or pets.

C. LOCKS. Tenant shall not add or change locks. At Tenant's request, Landlord will change the locks or have the lock cylinders re-keyed at Tenant's expense.

D. VEHICLES. Tenant shall have no motor home, camper, trailer, boat, recreational vehicle, unlicensed vehicle, inoperable vehicle, or commercial truck on the Premises or on the common area of the Premises. A commercial truck is any truck in commercial service or larger than a pickup truck. Permitted vehicles shall be parked in designated areas only. Three days after giving notice to Tenant, Landlord may remove and store the offending vehicles. Tenant shall pay reasonable removal and storage expenses as additional Rent. Tenant shall provide Landlord with the make and license plate number of the vehicle used by Tenant.

E. NO SMOKING. No smoking is allowed in the Premises.

12. LANDLORD'S RIGHT TO ENTER. Landlord may enter the Premises for any reasonable business purpose. Landlord must first make a good faith effort to give Tenant reasonable notice of the intent to enter. Landlord or contractors hired by Landlord may enter the premises in an emergency or to make repairs.

13. DAMAGE OR INJURY TO TENANT OR TENANT'S PROPERTY. Landlord is not responsible for any injury or damage that was not caused by a willful or negligent act or failure to act of Landlord. Tenant is encouraged to obtain Renter's Insurance to protect Tenant's personal property.

14. NOTICE OF DANGEROUS CONDITIONS. Tenant shall promptly notify Landlord of any conditions that might cause damage to the Premises or waste Utilities or Services provided by Landlord. The notice may be oral or in writing.

15. SUBLETTING. Tenant shall not sublet part of all of the Premises without Landlord's written consent. Tenant shall not assign this Lease without Landlord's written consent. The consent shall not be unreasonably withheld or delayed.

16. MOVING OUT OR HOLDING OVER. Tenant must move out not later than 12:00 noon on the Ending Date. Tenant needs to be substantially moved out and have the Premises cleaned on the date of move out inspection. If Tenant occupies the Premises after the Ending Date without Landlord's permission Tenant shall owe Landlord additional rent at \$20.00 per day.

17. VACATING. When moving out, Tenant must:

A. Leave the Premises in the same condition as the start of the Lease, except for ordinary wear and tear and fire or casualty loss.

B. Completely vacate the Premises and surrounding grounds, including parking stalls.

C. Give Landlord a forwarding address.

D. Give Landlord all keys and personal property issued to Tenant for Tenant's use. If Tenant does not return all keys within 24 hours of vacating, Landlord may change the locks and charge reasonable costs to Tenant.

18. PREMISES DESTROYED, UNINHABITED OR UNFIT FOR OCCUPANCY.

A. If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy through no fault or neglect of Tenant or a person under Tenant's direction or control, either Landlord or Tenant may end this Lease. To end the lease, Tenant or Landlord shall give prompt written notice to the other. Rent shall be prorated as of the date the Premises became unfit for occupancy.

B. If the Premises is destroyed or becomes totally uninhabitable or completely unfit for occupancy through the fault of Tenant or a person under Tenant's direction or control, Landlord may end this Lease. Landlord shall give prompt written notice to Tenant.

19. BREACH OF LEASE. If Tenant materially breaches this Lease, Landlord may do these things;

A. Demand in writing that Tenant immediately give up possession of the Premises. If Tenant does not give up possession, Landlord may bring an eviction action (unlawful detainer action).

B. Demand in writing that Tenant give up possession of the Premises to Landlord at a certain date in the future. If Tenant does not give up possession on that date, Landlord may bring an eviction action (unlawful detainer action). Landlord may accept rent for the period up to the date possession is to be transferred without giving up Landlord's right to evict.

C. Bring an eviction action immediately (unlawful detainer action).

20. DUTY TO PAY RENT AFTER EVICTION OR SURRENDER. Rent is due under this Lease even if Tenant surrenders the Premises or is evicted by Landlord. Landlord shall make good faith efforts to mitigate damages by re-renting the Premises, but Tenant needs to be aware that a new Tenant may not be available.

21. GENERAL PROVISIONS.

A. SUBORDINATION. This Lease is subordinate to any mortgage against the Premises. No new owner or lender shall disturb Tenant's occupancy, but shall have Landlord's remedies if Tenant defaults. Tenant shall sign documents reasonably requested by Landlord.

B. EXERCISE OF RIGHTS AND REMEDIES. Either party may use any or all of its legal rights and remedies. The use of one or more rights and remedies is not an election of remedies.

C. SUBROGATION. Tenant and Landlord give up all rights of subrogation against the other for loss or damage covered by insurance.

D. MANAGEMENT. _____ shall be authorized to represent Landlord in any court proceedings, and is authorized to act as the agent of Landlord for the Premises.

E. ATTACHMENTS ARE PART OF LEASE. NO ORAL AGREEMENTS. Attachments to this Lease, such as Landlord's House rules, if any, are a part of this Lease. No oral agreements have been made. This Lease with its attachments is the entire agreement between Landlord and Tenant. Tenant agrees that Tenant has received a copy of the House Rules.

F. NOTICES. A notice or demand e-mailed, mailed or handed to any one of the Tenants.

22. NOTICE OF PROHIBITION AGAINST UNLAWFUL ACTIVITIES.

A. Tenant shall not unlawfully allow controlled substances in the Premises or in the common area of the Premises. The Premises will not be used by Tenant or persons under Tenant's control to manufacture, sell, give away, barter, deliver, exchange, distribute or possess with the intent to sell, a controlled substance in violation of any local, state or federal law.

B. Landlord and Tenant shall not allow the unlawful use or possession of a firearm on the Premises, the surrounding property, or common area.

C. Tenant shall not engage in any activity that is against City, State, or Federal law.

23. CHANGES TO LEASE. Landlord and Tenant may change the terms of this Lease in writing signed by both Landlord and Tenant.

24. Emergency Contact Information:

Parent Name: _____

Your Name: _____

Parent Address: _____

Your Cell Phone # _____

Parent Phone: _____

Your email address _____

25. ADDITIONAL TERMS.

Landlord and Tenant agree to the terms of this Lease.

LANDLORD: Ted Black

TENANT:

Date

Date

REAL ESTATE LEASE

This Lease Agreement (this "Lease") is made effective as of *(date of lease)*, by and between - _____ ("Landlord"), and _____ ("Tenant"). The parties agree as follows:

PREMISES. Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant *(property description)* (the "Premises") located at *(property address)*.

TERM. The lease term will begin on *(start date)* and will terminate on *(end date)*.

LEASE PAYMENTS. Tenant shall pay to Landlord monthly installments of $\$(rent\ amount)$ per month, payable in advance on the first day of each month, for a total lease payment of $\$(rent\ total)$. Lease payments shall be made to Landlord at *(address)*, which may be changed from time to time by Landlord.

SECURITY DEPOSIT. Tenant has paid to Landlord, in trust, a security deposit of $\$(deposit\ amount)$ to be held and disbursed for Tenant damages to the Premises or other defaults under this Agreement (if any) as provided by law.

POSSESSION. Tenant shall be entitled to possession on the first day of the term of this Lease, and shall yield possession to Landlord on the last day of the term of this Lease, unless otherwise agreed by both parties in writing. At the expiration of the term, Tenant shall remove its goods and effects and peaceably yield up the Premises to Landlord in as good condition as when delivered to Tenant, ordinary wear and tear excepted.

USE OF PREMISES/ABSENCES. Tenant shall occupy and use the Premises as a dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the Premises not later than the first day of the extended absence.

PETS. No pets shall be allowed on the Premises.

SMOKING. No smoking in the dwelling.

PROPERTY INSURANCE. Landlord and Tenant shall each be responsible to maintain appropriate insurance for their respective interests in the Premises and property located on the Premises.

MAINTENANCE. Landlord shall have the responsibility to maintain the Premises in good repair at all times and perform all repairs necessary to satisfy any implied warranty of habitability except that Tenant shall be responsible for: maintenance of grounds including lawn care and snow removal.

SMOKE AND CO DETECTORS. Landlord has provided smoke and CO detectors as required by law. It is the Tenant's responsibility to test all detectors regularly and ensure that they are in good working order. If Tenant finds that any of the detectors are not working properly, Tenant must notify Landlord immediately for repair or replacement.

UTILITIES AND SERVICES. Tenant shall be responsible for all utilities and services in connection with the Premises for the term of this Lease.

TAXES. Landlord shall pay all real estate taxes which may be levied against the Premises.

TERMINATION UPON SALE OF PREMISES. Notwithstanding any other provision of this Lease, Landlord may terminate this lease upon sixty (60) days' written notice to Tenant that the Premises have been sold.

DESTRUCTION OR CONDEMNATION OF PREMISES. If the Premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the dwelling unit is substantially impaired, Landlord, in its sole discretion may elect to repair the Premises or terminate the Lease upon thirty days' written notice to Tenant. If the Premises are condemned or cannot be repaired, this Lease will terminate upon twenty days' written notice by either party.

HABITABILITY. Tenant has inspected the Premises and fixtures (or has had the Premises inspected on behalf of Tenant), and acknowledges that the Premises are in a reasonable and acceptable condition of habitability for their intended use, and the agreed lease payments are fair and reasonable. If the condition changes so that, in Tenant's opinion, the habitability and rental value of the Premises are adversely affected, Tenant shall promptly provide reasonable notice to Landlord.

DEFAULTS. Tenant shall be in default of this Lease if Tenant fails to fulfill any lease obligation or term by which Tenant is bound. Subject to any governing provision of law to the contrary, if Tenant fails to cure any financial obligation within three (3) days (or any other obligation within fourteen (14) days) after written notice of such default is provided by Landlord to Tenant, Landlord may take possession of the Premises without further notice (to the extent permitted by law), and without prejudicing Landlord's rights to damages. In the alternative, Landlord may elect to cure any default and the cost of such action shall be added to Tenant's financial obligations under this Lease. Tenant shall pay all costs, damages, and expenses (including reasonable attorney fees and expenses) suffered by Landlord by reason of Tenant's defaults. All sums of money or charges required to be paid by Tenant under this Lease shall be additional rent, whether or not such sums or charges are designated as "additional rent". The rights provided by this paragraph are cumulative in nature and are in addition to any other rights afforded by law.

LATE PAYMENTS. Payments not paid within 5 days of its due date shall be subject to a late fee of (daily penalty amount) per day until paid beginning with the day after the due date.

HOLDOVER. If Tenant maintains possession of the Premises for any period after the termination of this Lease ("Holdover Period"), Tenant shall pay to Landlord lease payment(s) during the Holdover Period at a rate equal to 150% of the most recent rate preceding the Holdover Period. Such holdover shall constitute a month-to-month extension of this Lease.

CUMULATIVE RIGHTS. The rights of the parties under this Lease are cumulative, and shall not be construed as exclusive unless otherwise required by law.

NON-SUFFICIENT FUNDS. Tenant shall be charged \$25.00 for each check that is returned to Landlord for lack of sufficient funds.

REMODELING OR STRUCTURAL IMPROVEMENTS. Tenant shall have the obligation to conduct any construction or remodeling (at Tenant's expense) that may be required to use the

Premises as specified above. Tenant may also construct such fixtures on the Premises (at Tenant's expense) that appropriately facilitate its use for such purposes. Such construction shall be undertaken and such fixtures may be erected only with the prior written consent of Landlord which shall not be unreasonably withheld. At the end of the lease term, Tenant shall be entitled to remove (or at the request of Landlord shall remove) such fixtures, and shall restore the Premises to substantially the same condition of the Premises at the commencement of this Lease.

ACCESS BY LANDLORD TO PREMISES. Subject to Tenant's consent (which shall not be unreasonably withheld), Landlord shall have the right to enter the Premises to make inspections, provide necessary services, or show the unit to prospective buyers, mortgagees, tenants or workers. However, Landlord does not assume any liability for the care or supervision of the Premises. As provided by law, in the case of an emergency, Landlord may enter the Premises without Tenant's consent. During the last three months of this Lease, or any extension of this Lease, Landlord shall be allowed to display the usual "For Rent" signs and show the Premises to prospective tenants.

DANGEROUS MATERIALS. Tenant shall not keep or have on the Premises any article or thing of a dangerous, flammable, or explosive character that might substantially increase the danger of fire on the Premises, or that might be considered hazardous by a responsible insurance company, unless the prior written consent of Landlord is obtained and proof of adequate insurance protection is provided by Tenant to Landlord.

MECHANICS LIENS. Neither Tenant nor anyone claiming through the Tenant shall have the right to file mechanics liens or any other kind of lien on the Premises and the filing of this Lease constitutes notice that such liens are invalid. Further, Tenant agrees to (1) give actual advance notice to any contractors, subcontractors or suppliers of goods, labor, or services that such liens will not be valid, and (2) take whatever additional steps that are necessary in order to keep the premises free of all liens resulting from construction done by or for the Tenant.

SUBORDINATION OF LEASE. This Lease is subordinate to any mortgage that now exists, or may be given later by Landlord, with respect to the Premises.

ASSIGNABILITY/SUBLETTING. Tenant may not assign or sublease any interest in the Premises, nor assign, mortgage or pledge this Lease, without the prior written consent of Landlord, which shall not be unreasonably withheld.

NOTICE. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed to the party at the appropriate address set forth below. Such addresses may be changed from time to time by either party by providing notice as set forth below. Notices mailed in accordance with these provisions shall be deemed received on the third day after posting.

LANDLORD:

Landlord name & address

TENANT:

Tenant name & address

GOVERNING LAW. This Lease shall be construed in accordance with the laws of the State of Wisconsin.

ENTIRE AGREEMENT/AMENDMENT. This Lease contains the entire agreement of the parties and there are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Lease. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.

SEVERABILITY. If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

WAIVER. The failure of either party to enforce any provisions of this Lease shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Lease.

BINDING EFFECT. The provisions of this Lease shall be binding upon and inure to the benefit of both parties and their respective legal representatives, successors and assigns.

LANDLORD:

(Landlord name) Date

TENANT:

(Tenant name) Date

TENANT:

(Tenant name) Date

LEASE AGREEMENT

THIS AGREEMENT MADE THIS _____ day of _____, 2015, by and between LANDLORD and _____ of River Falls, Wisconsin, Lessees witnesseth:

Lessors do hereby lease and let to Lessees and Lessees do hereby rent and take from the Lessors the following described premises situated in the City of River Falls, Pierce County, Wisconsin: APARTMENT ADDRESS in the City of River Falls; said premises to be occupied as a single family dwelling (two person maximum), by the Lessees and for no other purpose.

(1) This is an annual lease for a tenancy from year to year commencing on the first day of September, 2015, and ending on August 31, 2016 at a monthly rental of \$_____ per month, payable monthly in advance on the first day of each month.

This agreement and the tenancy granted may be terminated at the end of each year by either party hereto giving to the other party not less than 30 days prior notice in writing. Said termination of tenancy shall be effective on the last day of the month next following the month in which the notice is given. Said notice may be personally served on the other party, or personally delivered to the other party, or mailed to the other party by certified mail, return receipt requested. In the event of mailing, said notice shall be deposited in the mail at least 40 days prior to the designated effective date of termination of tenancy.

Said rent to be paid hereunder shall be paid to LANDLORD AT LANDLORD'S MAILING ADDRESS, or such place as Lessors may direct.

LESSEES ALSO COVENANT AND AGREE AS FOLLOWS:

(2) To keep said premises in as good condition as they now are or may be put into by the Lessors, ordinary wear resulting from careful usage and damage by the elements alone excepted.

(3) To drive no nails, screws, or their equivalent into the walls, ceilings, woodwork, or floor of said

premises or make any changes in the internal structure of said building or any room therein. To do no painting, wallpapering, or decorating in said premises without Lessors' prior consent.

(4) To not sell or assign this lease or sublet any part of said premises to any persons without first obtaining the written consent of Lessors.

(5) To permit no noise or nuisance whatever on said premises to the disturbance of neighbors. To keep no pets on said premises.

(6) To comply in all respects with any policy of insurance now on or hereafter placed on said premises, and not to permit anything to be done at or within said premises which will vitiate or increase the current rate of insurance thereon or on property kept therein. Lessees shall take full responsibility for all their own personal property. Any insurance coverage must be obtained by Lessees. Landlord is not responsible for Lessee's personal property.

(7) To replace with as like quality and size, and make good at their own expense, any glass broken on said premises during the continuance of the lease, said glass now being whole.

(8) To permit Lessors or their agents to enter said premises at all reasonable times, to view them or to show them to parties wishing to buy, lease or make improvements thereon.

(9) To report immediately to the Lessors any defects or improper functioning of the premises or plumbing, electrical or mechanical equipment therein.

(10) Lessees covenant and agree that at the expiration of this lease they will quietly yield and surrender said premises to the Lessors in such condition as herein covenanted and will deliver all keys belonging to said premises.

(11) The Lessees shall provide all repairs and maintenance necessary for the ordinary use of the premises including light bulbs and repairs incident to the use of plumbing, and repairs which are caused by damage wrought by them. A refrigerator and stove shall be furnished by the Lessor. All

cleaning/maintenance of these appliances shall be done by the Lessee on a regular basis.

(12) It is agreed that in case the premises subject of the Agreement shall, without fault or neglect on the part of said Lessees, their agents or employees, be destroyed or be so injured by the elements or any cause as to become untenable and unfit for occupancy, then the liability of said Lessees for the rent accruing thereafter and all right to the possession thereof shall at once cease. Should the Lessees fail to pay any rent when due or fail to fulfill any of the covenants herein, it shall be lawful for the Lessors, their heirs, or assigns, to re-enter and take possession of said property and retain the same fully and absolutely without such re-entry working a forfeiture of the rent to be paid and the covenants to be performed by Lessees during the full term of the lease.

(13) Lessees agree that they will keep the contiguous premises safe, clean, free of garbage and debris, keeping the same in proper containers (dumpsters provided by Lessors).

(14) All rents are due and payable on the **first day of each month**. Any rent not paid by the fifth of the month will be assessed a \$10.00 service charge, plus \$5.00 per day charge thereafter. Any rent not paid by the 19th of the month will be subject to eviction proceedings.

(15) It is agreed that the Lessees will deposit the equivalent of one month's rent with the Lessors in advance to insure that any damage done to these premises during their occupancy will be corrected. It is agreed that Lessors may use said monies or any part thereof to repair and/or to clean the premises after Lessees vacate or to recover any losses incurred by Lessors due to negligence on the part of the Lessees. **Such deposit shall under NO circumstances be assumed to be the last month's rent.**

(16) The rent mentioned above applies to a single family or two individual tenants. Each additional tenant will be charged at a rate of \$_____ (additional) per person. An additional \$_____ per person deposit will also be required for each additional tenant (over two persons).

(17) Smoke detectors shall be furnished by the Lessors and shall be in working order. Such are not to be tampered with at any time.

(18) No parking is available for these apartments. If parking is required, it is the responsibility of the Lessee to make parking arrangements off-premise.

(19) Any damage done to the property while moving in or out of the premises, shall be the responsibility of the Lessee to repair or the cost for materials and labor will be taken from the security deposit.

(20) Keys to the apartment and the mailbox will be issued at the time of occupancy. Replacement of any lost keys will be charged at a rate of \$40 per key.

(21) The attached checklist shall be signed as agreement to the current condition of the apartment to be occupied.

IT IS AGREED that all covenants, terms and conditions of this Lease shall apply to and firmly bind the heirs, executors, administrators or assigns of the respective Parties hereto, as fully as the respective Parties hereto are themselves bound. If any Lessee shall default on any part of this agreement, the remaining tenant(s) shall be fully responsible to fulfill all requirements of this Lease Agreement.

This lease is not valid _____, Lessor (landlord)

Until signed by all parties.

Please PRINT & SIGN. _____, Lessee

_____, Lessee

DATED THIS _____ day of _____, 2015, River Falls, Wisconsin.

Please list a phone number where you can be reached: _____

****You must contact St. Croix Gas and River Falls Municipal Utility for gas and electric service**

Apartment Lease

This Lease of the apartment identified below is entered into by and between the Landlord and Tenant (referred to in the singular whether one or more) on the following terms and conditions:

Tenant(s): **NAMES OF TENANT/TENANTS**

LANDLORD

Address: **RENTAL PROPERTY ADDRESS** River Falls WI 54022

General Lease Terms

Lease Term: DATES OF LEASE

Rent: Shall be **RENT AMOUNT** per month.

Rent shall be payable to **LANDLORD**, or other such address or location of which Tenant is notified. Monthly rent is payable on or before the **first (1st) day** of each month during the term of this lease, rent paid after the 5th of the month is subject to a \$10.00 per day late charge. Returned checks are subject to a \$30.00 fee, if more than one check is returned future payments will be required in the form of Money order or Cash.

Utility Charges:

Tenant shall be responsible for paying all utility services required on the premises except heat, water, sewer, garbage, and recycling pickup shall be provided by the Lessor. Tenants are also required to furnish light bulbs for their own apartment, as well as batteries for their smoke detectors, and payment for items too large to fit into garbage bins such as furniture, carpet, and other related items.

Maintenance, Repair and Alterations:

Lessor covenants (a) that the premises and all areas are fit for the use intended by the parties; (b) to keep the premises in reasonable repair during the term of the lease, except when the disrepair has been caused by the willful, malicious, or irresponsible conduct of the lessee or a person under his/her direction or control; and (c) to maintain the premises in compliance with the applicable health and safety laws of the state and local units of government where the premises are located during the term of the lease, except when violations of the health and safety laws have been caused by the willful, malicious, or irresponsible conduct of the lessee or a person under his/her direction or control. Lessee agrees (a) to make no repairs or alterations except with the full knowledge and consent of the Lessor; (b) to be responsible for and mend at his/her own proper cost any and all breakage and damage done to any part of the premises here in leased of whatever nature; and (c) to replace with as good quality or size and make good at his/her own expense any glass broken on said premises during the continuance of this lease.

Assignment of the Lease (Subletting)

Tenant shall not assign this lease nor sublet the premises or any part thereof without prior written consent of the Landlord. If Landlord permits an assignment or a sublease such permission shall in no way relieve Tenant or Tenants liability under this lease.

Vacation of Premises:

Tenant agrees to vacate the premises at the end of the lease term or the renegotiated lease term and promptly deliver the keys to the Landlord. **Tenant will provide a 60 day written notice prior to end of lease when vacating.**

Landlord's Right to Enter:

Landlord may enter the premises at reasonable times and with 12 hour advance notice, with or without Tenants permission to inspect the premises make repairs, show the premises to prospective tenants or purchasers, or to comply with any applicable law or regulation. Landlord may enter with less than 12 hours notice upon specific consent of the tenant. No advance notice is required for entry in a health or safety emergency or where entry is necessary to preserve and protect the premises from damage in Tenant's absence.

Abandonment by Tenant:

If Tenant shall abandon the premises before the expiration of the lease term, Landlord shall make reasonable effort to re-lease premises and shall apply any rent received less cost of re-leasing, to the rent due, or become due on the lease, and Tenant shall remain liable for any deficiency. If Tenant is absent from the premises for three (3) successive weeks without notifying Landlord in writing of such absence, Landlord at Landlord's sole option, may deem premises abandoned. If Tenant shall leave any property on the premises after vacation or abandonment of the premises, Tenant shall be deemed to have abandoned the property, and Landlord shall have the right to dispose of the property as provided by law.

Tenant Obligations:

During the lease term, as a condition to Tenant's continuing right to use and occupy the premises, Tenant agrees and promises:

1. To use the premises for residential purpose only by Tenant and Tenant's immediate family.
2. Not to make or permit use of the premises for any unlawful purpose or any purpose that will injure the reputation of the premises or the building of which they are a part.
3. Not to use or keep in or about the premises anything, which would affect coverage of the premises or the building of which, the premises are located.
4. Not to make excessive noise or engage in activities which unduly disturb neighbors or other Tenants in the building, which the premises are located. Sunday – Thursday 9:30 PM to 7 AM and Friday – Saturday 11 PM to 8 AM
5. Not to keep in or about the premises any pet.
6. No smoking anywhere within the building (effective September 1, 2010).
7. To obey all lawful orders, rules, and regulations of all government authorities.
8. To keep the premises in clean and tenantable condition and in good repair as at the beginning of the lease term, normal wear and tear acceptable.
9. To maintain a reasonable amount of heat in cold weather to prevent damage to the premises, and if damage results from Tenant's failure to maintain amount of heat, Tenant will be liable for this damage.
10. **Not to permit ANY overnight guest(s) or invitee to reside in the apartment for more that 2 nights without prior written consent of the landlord.**
11. To be liable for all acts of the negligence of this lease by Tenant or Tenant's guests and invitees.
12. Check In List upon move in/within 1 week must be completed and signed by all parties on lease. This list will be reviewed at Check-Out as well and used to determine security deposit refund. (tenants prior to 9-1-2014 are not affected by this rule)

Damage by Casualty:

If the premises are damaged by fire or other casualty due to a degree, which renders them untenable, Tenant may terminate the lease or vacate the premises and rent shall abate until the premises are restored to a condition comparable to their prior condition. Landlord shall have the option to repair the premises and if repairs are not made, this lease shall terminate. If the premises are damaged to a degree, which does not render the untenable, Landlord shall repair them as soon as reasonably possible.

Liability of Multiple Tenants:

All Tenants, if more than one, shall be jointly and severally liable for the full amount of payments due under this lease.

General Lease Terms Tenant(s): **NAMES OF TENANT/TENANTS**

LANDLORD

Address: **RENTAL ADDRESS** River Falls WI 54022

Lease Term: **DATES OF LEASE**

Rent: Shall be **RENT AMOUNT** per month.

Special Provisions: **LIST ANY SPECIAL PROVISIONS HERE**

Landlord:

LANDLORD

Date: _____

Tenant(s)

X _____

Date: _____

X _____

Date: _____

RESIDENTIAL LEASE

DATE: _____, 20____.

LEASED
PROPERTY
ADDRESS: _____

LANDLORD
CONTACT
INFORMATION _____

TENANTS
NAMES: _____

LEASE TERM: Beginning: _____
Ending: _____

MONTHLY RENT: \$ _____
SECURITY DEPOSIT: \$ _____
LATE FEE: \$ _____

It is mutually agreed this date, by and between Landlord and Tenants that:

1. Landlord does hereby lease to Tenants and Tenants do hereby lease from Landlord, the above described premises for the lease term as listed above.

2. Tenants have examined and know the condition of said premises, and have received same in good order and repair, except as herein otherwise specified in the attached Check-In, and no representations as to the condition or repair thereof have been made by Landlord or his agents prior to, or at the execution of this Lease, that are not herein expressed or endorsed hereon.

Tenants shall acknowledge the attached Check-In within seven (7) days after occupancy and

provide the same to the landlord.

3. Tenants are to pay the rent, listed above, per month, payable in advance on the first day of each month.

4. The security deposit listed above is to be held as security for the performance and observance of the terms and conditions of this Lease and to cover the cost of cleaning and repairs for damages other than those attributable to normal wear and tear only. The security deposit, in whole or in part, shall be returned within twenty-one (21) days after vacating premises with a written assessment of conditions causing forfeiture, if any.

5. The following utilities will be paid for as follows by either Landlord or Tenant:

a. gas _____

b. electricity _____

c. heat _____

d. sewer & water _____

e. trash removal _____

If Tenants vacate the premises leaving any unpaid utility bills, the Landlord may use all or part of the security deposit to pay said utility bills. Landlord will pay real estate taxes and insurance.

6. No repairs may be made without the consent of the owner. Tenants are responsible for any broken windows or breakage occurring on the premises that is caused by the Tenants, including replacement of light bulbs.

7. Tenants shall not assign this Lease, nor sublet said premises or any part thereof, without the prior written consent of the Landlord.

8. Landlord may, at reasonable and proper times, with prior notice, enter and show said premises to persons wishing to rent or purchase same, or to make such repairs as the Landlord deems necessary.

9. If Tenants shall abandon or vacate said premises before the expiration of said term,

Landlord shall make reasonable efforts to rent same and shall apply the money therefrom to the rent due, or to become due, on this Lease and Tenants shall remain liable for any deficiency and agrees to pay same.

10. Should the Tenants neglect or fail to perform and observe any of the terms of this Lease, the Landlord shall give the Tenants written notice of such breach, delivered to the Tenants personally, or mailed by Certified Mail, requiring the Tenants to remedy the breach or vacate the premises on or before a date at least five (5) days after the giving of the notice and if the Tenants fail to comply with such notice, the Landlord may declare this Lease terminated and institute an action to evict the Tenants from the premises without limiting the liability of the Tenants for the rent due or to become due under this Lease.

11. If the Tenants do not inform the Landlord of Tenants' intent to vacate by serving upon the Landlord a notice, in writing, not less than thirty (30) days prior to the last day of the month in which the termination is to take effect, on identical terms, except that it shall be considered a month-to-month tenancy.

12. Tenants shall observe and comply with the following rules and regulations and agree that a violation of any of the following rules shall be deemed to be a material breach of this Lease.

A. Tenants shall make their total monthly rental payment on or before the first day of the month and Landlord may assess an additional charge for the late payment of rent at the rate as indicated above.

B. Tenants shall limit the use and occupancy of the leased premises to the number of those parties listed on this Lease.

C. Tenants shall keep the demised premises in a clean and tenantable condition.

D. Tenants shall not drive nails, tacks, screws, or apply other fasteners on or into any of the walls, ceilings, floors or woodwork of said premises, or allow same to be done without the consent of the Landlord and in any case the Tenants agree to be responsible for any damage done,

and will pay for same. Nothing whatsoever shall be attached or fixed either to the exterior of said premises or any part thereof, whether permanent or otherwise, without written consent of the Landlord. The Landlord is hereby authorized to remove, at the expense of the Tenants, anything so attached or fixed.

H. Tenants shall not alter or redecorate said premises without prior written consent of the Landlord. Alterations to premises shall remain for the benefit of the Landlord, unless otherwise provided in said consent.

F. All drains and wastepipes on plumbing are accepted as clear by the Tenants and partial or complete stoppage occurring during the tenancy shall be repaired by the Tenants.

G. The Landlord may enter premises at any time if, in the opinion of the Landlord, there is reason or cause to do so to protect the Landlord's or Tenants' property or rights.

H. The owner or manager shall not be responsible to the Tenants for damage or destruction of personal property belonging to the Tenants due to or caused by fire, water, mildew, mold, theft, burglary, or mysterious disappearance. The Tenants shall be responsible for liability and personal property insurance as it may deem advisable for the demised premises.

I. The owner shall not be responsible to Tenants for any or all damage or injury to Tenants' automobile when located in the parking area regardless of the cause.

J. Tenants, upon vacating, shall return all keys and leave forwarding address with Landlord. No security deposits will be forwarded until all keys have been returned to the Landlord.

K. Pets are allowed only upon prior written approval of landlord.

L. Campers, trailers, boats, recreational vehicles or inoperable vehicles shall not be stored on the premises without the written consent of the Landlord. Any parking violation is subject to removal by towing at tenants expense.

14. The terms "Landlord" and "Tenants" when used herein shall be taken to mean either singular or plural, masculine or feminine, as the case may be, and the provisions of this instrument shall bind the parties mutually, their heirs, assigns, personal representatives, and successors.

15. This Lease cannot be modified except by a subsequent writing signed by Landlord and Tenants.

16. If any provision of this Lease is found to be void or unenforceable, the remainder of the Lease shall not be affected thereby and shall remain in full force and effect as if the void or unenforceable provision had never existed.

17. All Tenants signed below are jointly and severally liable under the terms and conditions of this agreement.

18. Notwithstanding any medical items, which will be stored for 7 days, upon vacating the premises, any property left by the tenant will be disposed of by the Landlord..

19. Both Landlord and Tenants acknowledge that the River Falls Municipal Utilities may have certain collection rights affecting both the Landord and Tenants.

LANDLORD:

TENANTS:

THIS DOCUMENT WAS DRAFTED BY:

MAXFIELD E. NEUHAUS, ATTORNEY FOR THE RIVER FALLS MUNICIPAL UTILITIES
RODLI, BESKAR, NEUHAUS,
MURRAY & FLETCHER, S.C.
P. O. BOX 138
219 NORTH MAIN STREET
RIVER FALLS, WI 54022-0138
715-425-7281

Sample Applications

APPLICATION FOR RENTAL

Notice: All adult applicants (18 years or older) must complete a separate application for rental.

APARTMENT	RENT	START DATE	AGENT/REFERRED BY	
APPLICANT INFORMATION				
LAST NAME	FIRST NAME	M.I.	SSN	DRIVER'S LICENSE #
BIRTH DATE	HOME PHONE ()	WORK PHONE ()	EMAIL	
CURRENT ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ()	
MONTHLY RENT \$	REASON FOR LEAVING			
PREVIOUS ADDRESS				
STREET ADDRESS		CITY	STATE	ZIP
DATE IN	DATE OUT	LANDLORD NAME	LANDLORD PHONE ()	
MONTHLY RENT \$	REASON FOR LEAVING			
OTHER OCCUPANTS				
LIST NAMES AND BIRTH DATES OF ALL ADDITIONAL OCCUPANTS 18 YEARS OR OLDER				
LIST NAMES AND BIRTH DATES OF ALL OCCUPANTS 18 YEARS OR YOUNGER				
PETS				
PETS?	DESCRIBE			
EMPLOYMENT & INCOME INFORMATION				
1. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME		SUPERVISOR PHONE ()	START DATE	END DATE
2. OCCUPATION		EMPLOYER/COMPANY		MONTHLY SALARY \$
SUPERVISOR NAME		SUPERVISOR PHONE ()	START DATE	END DATE
1. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
2. OTHER INCOME DESCRIPTION				MONTHLY INCOME \$
EMERGENCY CONTACT				
1. NAME	ADDRESS	PHONE ()	RELATIONSHIP	
2. NAME	ADDRESS	PHONE ()	RELATIONSHIP	
PERSONAL REFERENCES				
1. NAME	ADDRESS	PHONE ()	RELATIONSHIP	
2. NAME	ADDRESS	PHONE ()	RELATIONSHIP	

BACKGROUND INFORMATION

HAVE YOU EVER:	Filed for bankruptcy?	Willfully or intentionally refused to pay rent when due?
	Been evicted from a tenancy or left owing money? If yes, please provide Property Name, City, State, and Landlord Name. <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Been convicted of a crime? If yes, please provide Type of Offense, County, and State. <input type="checkbox"/> Yes <input type="checkbox"/> No	

VEHICLE INFORMATION

1. MAKE & MODEL	YEAR	LICENSE NO. & STATE
2. MAKE & MODEL	YEAR	LICENSE NO. & STATE
OTHER VEHICLES		

OTHER INFORMATION

HOW DID YOU HEAR ABOUT THIS PROPERTY?

PLEASE INCLUDE ANY OTHER INFORMATION YOU BELIEVE WOULD HELP TO EVALUATE THIS APPLICATION

I/we, the undersigned, authorize On-Site.com, Landlord and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold On-Site.com, Landlord and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

These reports are being processed by On-Site.com, P.O. Box 1514, Los Altos, CA 94023-1514, (877) 222-0384.
 A summary of your rights under the Fair Credit Reporting Act is available by visiting or writing (Para information en espanol, visite o escriba): <http://www.ftc.gov/credit>
 Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue N.W., Washington D.C. 20580

 (Signed/Applicant) Date

RENTAL APPLICATION

Name..... Date
Address..... Soc. Sec. No.
Present Landlord..... Telephone No.
Telephone No..... How Long?

If less than one year at present address, give name of previous landlord.
..... Telephone No.
Address..... How Long?

Employer..... Position.....
Starting Date..... Supervisor.....
Telephone No..... Monthly Income.....
Spouse's Employer..... Position.....
Starting Date..... Supervisor.....
Telephone No..... Monthly Income.....
Additional Monthly Income..... Source.....
Bank.....
Type of Account.....

Credit References (Auto Loans, Personal Loans, Credit Cards)
.....
.....
.....

Family Consists Of

Sex and Age of Children	Boys	Ages
	Girls	Ages

Do you have any pets?.....
I hereby apply for rental of premises described as:

My rental of said premises is to be limited to use and occupancy by family of size described above without any right on my part to sublet all or any part of said premises.

I enclose herewith \$....., which will be forfeited, as provided by law, if you accept this application and I do not take the..... Said deposit to be returned to me if this application is not accepted. Said deposit to apply on first month's rent if rental is consummated. I hereby certify that all statements made above are correct.

Signature of Applicant (s)

Term of rental....., 19..... to....., 19.....
Rental \$..... Security Dep. \$.....

NOTE: A SECURITY DEPOSIT IS REQUIRED FROM EVERY TENANT AGAINST DAMAGE OR LOSS TO THE PREMISES, AND SAID SECURITY DEPOSIT CANNOT BE USED FOR LAST MONTH'S RENT.

Application for Residency

Property Address: _____ Lease Term: 1 Year August 1 – July 25 unless otherwise negotiated in lease.

Unit Size Interested in (Please Circle 1) – 1 Bedroom – 2 Bedroom - 4 Bedroom Maximum Occupancy is as follows per City of River Falls Rental License Code for this building 2 (non-related) Persons or 4 (non-related) for the 4 Bedroom Apartment.

Deposit equal to 1 months rent, due by or before lease signing.

Utilities Included in Rent: Water, Sewer, Heat, and Garbage Utilities Paid by Tenant: Electric, Phone, Cable TV, and Internet

Date you are interested in renting? _____ Please list Roommate/Roommates and their relationship to you. (They also need to submit an application). _____

***** College Students/First Time Renters *****

If you do not have a job, how will you pay your rent? _____

Are your parents/guardian willing to co-sign on your lease for a six-month period at the end of which their name will be removed from the lease? **Yes/No**

Applicant interested in renting apartment - Please fill out entire application
Please Print Information Clearly - please include copy of Current Driver License or Passport

Name: _____ Phone Number: _____ Cell Phone: _____

Date of Birth: _____ Social Security #: _____

1. Present Address or if student Parents address or Dorm _____

Date from _____ to _____ Rent Paid _____

Owner/ Mgr /RA's Name: _____ Phone: _____

Reason for leaving: _____

Previous Address or if student Parents address or Dorm _____

Date from _____ to _____ Rent Paid _____

Owner/ Mgr/RA's Name: _____ Phone: _____

Reason for leaving: _____

Have you ever been evicted or been served eviction notice? Yes/No Year _____

Have you ever filed bankruptcy? Yes/No Year _____

Have you ever been arrested or convicted for other than traffic violation? Include underage drinking? Y/N Year _____

Present Employer: _____

Address: _____

How long? _____ Position: _____ Gross monthly Income: _____

Supervisor _____ Supervisor's Phone Number: _____

To the best of my knowledge all the above information is true; and by signing below, I give my consent to LANDLORD NAME to acquire a credit report, background check, and personal information from the references listed above. Applicants over the age of 25 please include \$25 for background check. If we do not rent to you because of background information \$25 will be refunded.

Date

Signature

Mail Completed Application to: _____

Phone: _____ **Email:** _____

**Sample Check in/Check out
&
Miscellaneous
Forms**

Check-in Form

Agent's Delivery of Check-in Form

Address of Rental Unit _____

Owner/Agent Providing Form _____

Date _____

	Provided?	Condition?		Provided?	Condition?
	Yes/No			Yes/No	
Kitchen			Dining Room		
Range/Stove	_____	_____	Walls/Ceiling	_____	_____
Hood fan	_____	_____	Woodwork/Trim	_____	_____
Microwave	_____	_____	Door(s)	_____	_____
Oven	_____	_____	Window(s)	_____	_____
Dishwasher	_____	_____	Window Coverings	_____	_____
Sink/Faucets	_____	_____	Light Fixture(s)	_____	_____
Disposal	_____	_____	Outlets/Switches	_____	_____
Refrigerator	_____	_____	Flooring/Carpet	_____	_____
Exterior	_____	_____	Cabinets/built-ins	_____	_____
Refrigerator	_____	_____	Closet(s)	_____	_____
Components (ice	_____	_____	Other	_____	_____
trays, shelves, etc.)	_____	_____			
Countertops	_____	_____			
Pantry	_____	_____	Living Room		
Walls/Ceiling	_____	_____	Provided?		
Woodwork/Trim	_____	_____	Yes/No	Condition?	
Door(s)	_____	_____	_____	_____	_____
Window(s)	_____	_____	Walls/Ceiling	_____	_____
Window Coverings	_____	_____	Woodwork/Trim	_____	_____
Light Fixture(s)	_____	_____	Door(s)	_____	_____
Outlets/Switches	_____	_____	Window(s)	_____	_____
Flooring/Carpet	_____	_____	Window Coverings	_____	_____
Cabinets/Built-ins	_____	_____	Light Fixture(s)	_____	_____
Closet(s)	_____	_____	Outlets/Switches	_____	_____
Other	_____	_____	Flooring/Carpet	_____	_____
Other	_____	_____	Cabinets/built-ins	_____	_____
			Closet(s)	_____	_____
			Other	_____	_____

Hall, Closet(s)

Describe	Condition?
_____	_____
_____	_____
_____	_____

Entry, Stairs

Describe	Condition?
_____	_____
_____	_____
_____	_____

Cleaning Expectations For

7-12-15

It's been a great year and we appreciate your stay at _____ Your possession ending date is coming up in under 15 days. We expect that the house will be left in great shape when you move out. We will meet one or more of you to do an exit walk-through. The following are items that you should complete prior to the exit walk-through. **You should be able to complete the items in about 4-5 hours if all five of you work together. Much of this work can be worked on over a few days.** Completing the following will cut down on any money being withheld from your security/damage deposit in the event management has to do cleaning and/or repairing damage.

- Remove all personal property belonging to you, wall to wall. The new tenants must approve anything left and they will be responsible for removing it when they move.
- Remove everything that you put on the walls or windows. Gently wipe off smudges on walls.
- Clean all windows on the inside, including windows in the front & rear door. Clean both sides of the front door, metal and glass.
- Vacuum off screens if dirty, wipe out window sills.
- Wipe down all ledges and window sills.
- Clean all mirrors and counters and shelves in bedrooms
- Clean out front entry closet
- Clean front entry foyer and living room
- Clean front porch floor
- Clean out basement, including basement floor.
- Vacuum and wipe out the inside of all cabinets and kitchen drawers
- Wipe down all six-panel doors and trim board around floors.
- Vacuum all carpet areas including closets.
- Clean kitchen and rear entryway vinyl floors. Clean register on floor in kitchen.
- Clean laundry utility area for dust and dirt.
- Wipe out and clean washer and dryer, refrigerators, dishwasher and microwave.
- Clean inside of stove according to directions provided. Do not scrape inside of stove.
- Clean shower, tub, toilets, sink and floor in bath. Also the shelf over the toilet in bath. **Do not use abrasives in shower.** You can use soft soap or something similar.
- Pick up everything in the yard
- Remove everything from the garage unless property of Landlord

Return all keys. Keys should be clearly marked as to what they are for and/or taped to a piece of paper, or put in an envelope and marked which room they are for. **Return two garage openers.**

The garbage truck will pick up extra bags. I think they charge \$3.00 per bag. You can fill as many bags as you want and put them in the garage. Then contact us and we will order a special garbage bag pickup. All items must be in bags. The garbage company will charge extra for furniture and things not bagged. A typical charge from our rubbish hauler is \$20-\$30 for furniture. Take all items with you so you don't get charged by us to haul stuff away.

We will be happy to give you a great reference to any future landlord, and return your full damage deposit to you, less any utilities owed landlord, as long as you leave the unit in excellent shape. You can expect an accounting of your deposit within 21 days after the end of your lease.

THANKS AGAIN FOR A GREAT YEAR!

7/1/2015

Approximate Cleaning Charges

Approximate Damage & Replacement Charges

		Windows	Insulated glass	\$150.00
Refrigerator in basement	\$20.00		Frame	\$60.00
Refrigerator in kitchen	\$20.00		Screens	\$30.00
Stove/Oven	\$20.00	Electrical	Fixtures	\$20-\$50
Microwave	\$5.00		Switches	\$10.00
Kitchen drawers (each)	\$5.00		Light bulb	\$2.00
Dishwasher	\$5.00		Electrical Plates	\$5.00
Cabinet doors, each	\$5.00	Wall damage re	1/8" - 1"	\$25.00
Counter Tops	\$5.00		1" - 2"	\$35.00
Sink in kitchen	\$5.00		3" - 12"	\$80.00
Under sink	\$5.00		Over 13"	\$150 minimum
Kitchen & rear entry floor	\$20.00			
General cleaning, per hour	\$25.00	Woodwork	Baseboard--missing trim per foot	\$25.00
Heat registers, each	\$5.00	Cabinets	Cabinet fronts, each	\$60.00
Woodwork-dirt on trim, per room	\$10.00		Cabinet drawers broken, each	\$60.00
Bedroom light fixtures	\$5.00	Painting	Single room	\$160.00
Window sills and screen	\$5.00		Touch up beyond normal wear	\$60.00
Vacuum carpet, per room	\$10.00	Refrigerator	Replacement	\$450.00
Mini-blinds, clean-each	\$5.00		Shelf	\$120.00
Walls, per wall, marks etc	\$15.00		Bars	\$20.00
Screens cleaned	\$5.00		Drawer	\$40.00
Entry door	\$10.00		Bulb	\$5.00
Bedroom doors clean	\$10.00	Stove and Oven	Replacement due to abuse	\$300.00
Tub & Showers, each	\$20.00		Burner pans (each)	\$5.00
Bathroom floor	\$10.00		Oven racks	\$30.00
Vanities: bathroom and bedroom	\$5.00		Control knobs	\$15.00
Sinks: bathroom	\$5.00	Microwave	Replacement	\$200.00
Mirror	\$5.00		Glass plate	\$25.00
Toilet	\$5.00			
Bathroom light fixtures	\$5.00	Washer/Dryer	Replacement due to abuse	\$400.00
Medicine cabinet	\$5.00	Fire Extinguisher	Replacement	\$40.00
Laundry room floor	\$5.00		Recharging	\$40.00
Washer	\$5.00	Hardware	Smoke detector	\$35.00
Dryer	\$5.00		Telephone jack	\$25.00
Charges for Personal Belongings Left Behind (Each)			Towel bar or Shower rod	\$25.00
			Sink drain basket	\$8.00
Couch/Loveseat	\$40.00		Toilet seat	\$25.00
Chairs and Tables	\$15.00		Toilet paper holder	\$20.00
Bed frames	\$20.00		Shower head	\$45.00
Mattress	\$30.00	Doors	Bedroom	\$300.00
Box Spring	\$30.00		Closet	\$75.00
Dressers, desks, other furniture	\$20.00		Entrance	\$500.00
Microwave, mini refrigerator, app	\$30.00		Doorknobs/door stops	\$10-\$50
Television/Stereo	\$30.00	Blinds	Living room replacement	\$80-\$120
Entertainment Center	\$25.00		Bedroom replacement	\$40.00
Tires & batteries	\$20.00	Carpet/Vinyl	Up to 3" holes or stains	\$70.00
Computers and other electronic	\$20.00		3" - 8" holes or stains	\$80.00
Bikes	\$15.00		Over 8", replacement per sq. y	25 per Sq yd
Misc. items needing to be hauled	\$15.00		Missing ceiling tiles, each	\$15.00
Misc. Garbage per bag	\$4.00		Damaged ceiling tiles, each	\$15.00
		Vacuum broken	Broken due to neglect	\$80.00
Other Charges		Shower stall	Scratched or stained	\$175.00
Police calls, each	\$50.00	Key Charge	Per missing key	\$15.00
Vacuum clogged	\$20.00	Lock Replacement		\$50.00

FINAL CHECK-OUT AND CLEAN-UP PROCEDURES please keep this with your copy of lease and check in/out list.

You must return this sheet to us, signed in order to receive your damage deposit.

TENANT (S)

FORWARDING ADDRESS:

AREA CODE/ NUMBER

DEAR TENANT:

THE PURPOSE OF THIS SHEET IS TO ASSIST YOU IN THE RETURN OF YOUR DEPOSIT. WE MAKE THE FOLLOWING SUGGESTIONS TO AVOID CHARGES. IF YOU HAVE ANY QUESTIONS, PLEASE CALL

MISC.

VACUUM ALL CARPET INCLUDING CLOSET. (DO NOT SHAMPOO). (PROFESSIONAL COST WILL BE DEDUCTED FROM SECURITY)
WIPE DOWN ALL BASEBOARDS, WINDOW SILLS WITH A DAMP CLOTH. WIPE COB ~ FROM ALL CORNERS INCLUDING THE CEILINGS, AND INSIDE OF CLOSETS.

*WINDOWS SHOULD BE CLEANED INSIDE AND OUT.

*ALL APPLIANCES SHOULD BE CLEANED. REPLACE BURNER DRIP PANS ON STOVE TOP. CLEAN OVEN. CLEAN GREASE FROM ALL DIALS AND KNOBS ON STOVE AND BACK SPLASH. INSIDE OF (REFRIGERATOR/FREEZER) DRAWS & SHELVES CLEANED, OUTSIDE FRONT, INSIDE AND TOP CLEANED AND ALL MARKS CAREFULLY REMOVED, THEN TURNED OFF. THE KITCHEN CUPBOARDS AND DRAWERS NEED TO BE CLEANED INSIDE AND OUT. SCRUB THE KITCHEN FLOOR.

***BATH ROOM:**

BATHTUB, SINK, SHOULD BE FREE OF EXCESS SOAP SCUM AND RESWUE. SCRUB TOILETS, WASH FLOORS, WIPE DOWN WALLS TO REMOVE MARKS THROUGHOUT ENTIRE APARTMENT.

LAUNDRY: (ONLY APPLIES TO SUPPLIED MACHINES)

CLEAN OUT LINT TRAPS. REMOVE MARKS OFF MACHINES AND BE SURE TO TAKE ALL DETERGENT BOXES, FABRIC SOFTENERS ETC.

*PAINT: YOU ARE RESPONSIBLE FOR PULLING NAILS AND FILLING NAIL HOLES, SAND AND TOUCH UP WITH SUPPLIED PAINT.

ADDITIONAL CHECKOUT PROCEDURES:

NOTIFY POST OFFICE MUNICIPAL ETC. OF ADDRESS CHANGE SO MAIL WILL BE FORWARD TO YOU PROMPTLY.

PLEASE SEND US A COPY OF YOUR FINAL UTILITIES BILL THAT IS MARKED PAID. YOUR SECURITY DEPOSIT WILL BE RETURNED TO YOU, (**LESS AMOUNT TO PROFESSIONALLY CLEAN CARPETS**) UNLESS EXCESSIVE WEAR AND TEAR TO THE PREMISES, EXCESSIVE CLEANING BY LANDLORDS, OR OTHER PROVISIONS AS STATED IN THE LEASE AGREEMENT.

PLEASE MAKE ARRANGEMENTS TO TURN KEYS & GARAGE DOOR OPENERS TO FEYEREISEN ENTERPRISES.

THANKS FOR YOUR COOPERATION.

DESCRIPTION	YES	NO
APARTMENT ADDRESS HERE		
Apartment Thoroughly Cleaned		
Oven		
Floors		
Sinks and Tubs		
Kitchen Surfaces		
Fire Alarm Batteries New (Provided by Landlord)		
Storage Unit Empty		
Appliances in Working Order		
Keys Issued		
Apartment (1)		
Mailbox (1)		
Additional Items		
Things That Need Attention		

All of the above items are as stated.

Apartment # _____

Tenant Signature

Tenant Name (Please print)

Date Signed

Apartment Damage Checklist

Please list below any items which require cleaning or repairs. List also any existing damages to the unit, such as floor stains, even if no repairs are expected. If the management has not provided this list, the tenant should complete it and submit it to the management within seven days after moving into the unit.

Move-In Agreement

Tenant's Name _____

Landlord's Name _____

Building Name _____

Address _____

Comments/discussion with landlord regarding the conditions of the unit at move-in:

Note any special features of the unit that are not permanent fixtures (i.e. washer, dryer, fireplace, furnishings, etc.)

Move-Out Agreement

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge that unit keys have been given to the tenant.

Tenant Signature: _____ Date: _____

Landlord Signature: : _____ Date: _____

Comments/discussion with landlord regarding the conditions of the unit at move-in:

Note any special features of the unit that are not permanent fixtures (i.e. washer, dryer, fireplace, furnishings, etc.)

We have inspected the apartment and have found everything in good order except as otherwise indicated. We also acknowledge that all unit keys have been returned to the landlord.

Tenant Signature: _____ Date: _____

Landlord Signature: : _____ Date: _____

Damage Checklist

Inspect the unit thoroughly and note any damage. You may even want to take dated pictures of damage. This is not a comprehensive list; you may choose to add more items to the checklist.

Entrance Door	Move-In Condition	Move-Out Condition
Peephole		
Deadbolt Lock		
Chain Lock		
Living Room/Dining Room		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Kitchen		
Ceilings/Walls		
Floors		
Windows/Screens		
Electric Fixtures		
Cabinets/Shelves		
Drawers/Knobs		
Exhaust Fan		
Disposal		
Stove/ Oven		
Stove/Oven - shelves		
Stove/Oven - Broiler Pan		
Refrigerator		
Defrosted		
Freezer Door, Tray		
Ice Cube Trays (#)		
Light/Veg. Drawer		
Dishwasher		
Sink/Faucets/Stopper		
Countertop		
Bedroom(s)		
Ceiling/Walls		
Floors		
Windows/Screens		
Blinds		
Electric Fixtures		
Closet		
Clothes Rod		
Shelving/Door		
Bathrooms		
Ceilings/Walls		
Floors		
Windows/Screens		
Venetian Blinds		
Electric Fixtures		
Heat Lamp		
Exhaust Fan		
Medicine Cabinet		
Mirror/Shelves		
Linen Closet/Shelves		
Tub/Faucets/Stoppers		

Check In Check Out				Date:
Apt #				
Name:				
<u>Kitchen, Dining Room, Entry</u>	<u>Clean</u>	<u>Not Clean</u>	<u>Charges</u>	<u>Repairs</u>
Exhaust Fan				
Stove/Oven				
Wipe out Cabinets				
Clean Floor				
Refrigerator				
Light Fixtures Cleaned				
Clean Behind Refrigerator and Stove wall & Floor				
<u>Living Room & Hall</u>				
Windows & Screens				
Air conditioner				
Heat Registers				
Wipe out Closets				
Vacuum Carpet & Edging				
Smoke Detector - In working order				
<u>1 Bedroom</u>				
Windows & Screens				
Light Fixtures cleaned				
Heat Registers				
Wipe out Closets				
Vacuum Carpet & Edging				
<u>2 Bedroom</u>				
Windows & Screens				
Light Fixtures cleaned				
Heat Registers				
Wipe out Closets				
Vacuum Carpet & Edging				
<u>Bathroom</u>				
Tub/Shower				
Sink				
Toilet				
Exhaust Fan				
Light Fixtures				
Medicine Cabinet				
Heat Registers				
Wipe out Closets				
Clean Floor				
Empty Locker & Bike Rack				
Cancel Utilities				
Forwarding Address				
Change Mail at Post Office				
Collect Key's				
Painting				
Tenant:				
Tenant:				
Landlord:				

Tenant Information

Name: _____

Address: _____ Apt # _____ Locker # _____

Phone Number: _____ Cell Phone: _____

Social Security # _____ Date of Birth _____

E-Mail Address: _____

Year Make & Model & Color of Vehicle: _____

Vehicle License Including State #: _____

Employer: _____

Employer Address: _____

Employer Phone: _____

Emergency Contact: _____

Emergency Contact Address: _____

Emergency Contact Phone: _____

Emergency Contact Cell Phone: _____

Signature: _____ Date: _____

UNIVERSITY OF WISCONSIN **River Falls**

Moving Out

Moving out can be overwhelming and stressful but you can vacate with ease. Reading the following information may save you money, time, and unnecessary grief. Be kind to yourself and your roommates by planning ahead, being organized, and by preparing for the move early. Even if juggling finals and goodbye parties, doing one moving task each day a few weeks in advance will make the move less stressful.

- Collect boxes and packing materials early.
- Gradually begin deep-cleaning to reduce the stress of the final cleanup.
- Pack any nonessential items in advance. Submit a change of address with the USPS prior to moving.
- Inform your employer, banks, insurance and credit card carriers, and subscription services (e.g., newspapers or magazines delivered) of your new address.
- Set disconnect dates for your internet, phone, utilities, garbage collection, etc. in advance.
- Set up installation of new services at your new address.
- Arrange for help from friends and family on moving day.
- Dig up your lease or rental agreement and check the sections that refer to your deposit.
- Some landlords specifically require that you fill nail holes, repaint, and the like.
- Ask your landlord if he or she will do a walk-through with you after you've moved out and cleaned; it's the best precaution against surprise deposit deductions.
- If the landlord has a cleaning checklist, ask for a copy to refer to when cleaning.
- Take pictures of everything once you've cleaned and your rental is empty. It's your best defense against potential disputes with your landlord over damages!

Contact Us

25H North Hall
715-425-3344
FAX 715-425-4980

SMOKE DETECTOR MAINTENANCE RESPONSIBILITY

The smoke detector(s) in this rental unit were tested, with the tenants present, on _____, and were in working order. It is the undersigned TENANTS responsibility to maintain the batteries for the detector(s) in this rental unit for the duration of their tenancy, and to give immediate written notice to the landlord, at the address listed below, of any detector unit that is malfunctioning. The landlord shall provide, within 5 days of receiving the written notice, any maintenance, [EXCLUDING BATTERIES], necessary to insure all detectors are operational.

If no notice has been given to the landlord and, upon inspection by the Inspections Department of the City of River Falls, any detector is found inoperable, removed from its fastenings, or the batteries removed, a citation may be issued and the tenant(s) held responsible. If the landlord has received written notice, and has not performed the required maintenance, then he shall be responsible for the citation.

DATE: _____ RENTAL ADDRESS: _____ APT.# _____

TENANT(S) SIGNATURES: _____

LANDLORD/AGENT SIGNATURE: _____

LANDLORD PHONE NUMBER: (_____) _____ - _____

SMOKE DETECTOR MAINTENANCE RESPONSIBILITY

The smoke detector(s) in this rental unit were tested, with the tenants present, on _____, and were in working order. It is the undersigned TENANTS responsibility to maintain the batteries for the detector(s) in this rental unit for the duration of their tenancy, and to give immediate written notice to the landlord, at the address listed below, of any detector unit that is malfunctioning. The landlord shall provide, within 5 days of receiving the written notice, any maintenance, [EXCLUDING BATTERIES], necessary to insure all detectors are operational.

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DATE: _____ RENTAL ADDRESS: _____ APT.# _____

TENANT(S) SIGNATURES: _____

LANDLORD/AGENT SIGNATURE: _____

LANDLORD PHONE NUMBER: (_____) _____ - _____