

CAMPUS COLONIAL LLC - LEASE AGREEMENT 2023 - 2024

CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL 62903-745 --- PHONE: 618-559-5245
campuscolonial@gmail.com WWW.CAMPUSCOLONIAL.COM Facebook: [Campus Colonial Housing](#)

DATED _____ **Unit ADDRESS** _____, **Carbondale, IL 62901**

(*PREFERRED* Move-In Date _____, 2023 and Lease End Date, 12 pm _____, 2024)

LEASE START DATE _____, **2023** and **LEASE END DATE**, 12 pm _____, **2024**

Landlord hereby agrees to lease to Tenant and Tenant hereby agrees to lease from Landlord the premises (including all of the Landlord’s appliances and equipment therein in their present condition), located as stated above in the city of Carbondale, County of Jackson, State of Illinois, for the below Term for use in accordance with all of the terms set forth below in this Lease Agreement document.

Tenant agrees to make payment to Landlord in accordance with the below stated payment schedule, and understands that this Lease binds all signed parties jointly and severally to the contract.

All parties listed above as Landlord and Tenant are referred to, individually and collectively, as Landlord or Landlord and Tenant or Tenant, respectively.

LANDLORD: Campus Colonial LLC (Limited Liability Company)

TENANT: Preferred NAME	PHONE #	E-MAIL ADDRESS (For Online Payments)	DEPOSIT DATE & RECORD

SECURITY DEPOSIT: At the signing of this lease, Tenant shall deposit with Landlord the sum of \$ _____ as and for Security Deposit for faithful performance by Tenant of each and every covenant, term and condition of this Lease, allowing for normal wear and tear.

SECURITY DEPOSIT: (SAME AS MONTHLY RENT, DUE AT LEASE SIGNING)	\$ _____
MONTHLY RENT DUE FOR UNIT	\$ _____
TOTAL RENT FOR THE UNIT (TOTAL RENT = MONTHLY RENT X 12)	\$ _____

UTILITIES: Tenant is responsible to pay for electricity (including air conditioning and heat) _____ and gas, _____ water and sewer, _____ trash and phone, internet and cable service, if any, *for the entire lease term*. Tenant must show proof that all utilities are in Tenant’s name and that rent is current Before Move-In.

1. RENTS. Tenant agrees to pay the Landlord, CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL, 62903-745 or to such other person as such place in Jackson County, Illinois, as may be designated by Landlord’s written notice to Tenant, as **TOTAL RENT as shown above, the sum of \$ _____ on July 1, 2023 and 11 additional monthly installments of \$ _____, the first of said installments due on August 1, 2023, and on the 1st day of each month thereafter.**

All such rent is due payable without demand or notice.

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RENT shall be paid directly online or by mail by the 1st of each month:

2 Direct your check or money order to CAMPUS COLONIAL LLC and send to CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL 62903-745.

1 Direct payments for free from your checking account to campuscolonial@gmail.com using the APARTMENTS.COM voucher that is sent to each TENANT e-mail address listed on Page One just after lease signing.

LATE and RETURNED PAYMENT FEES:

A late fee of \$25.00 is assessed after the 5th day of the month the rent payment is past due. A fee of \$30.00 will be charged for returned checks or online payments in addition to late fees. Such fee(s) shall be assessed at final accounting if not paid earlier.

It is understood and agreed that the full amount of rent for the term is due at the beginning of the term and installments are permitted to be paid monthly as set forth above at the request of and as an accommodation to Tenant. Any rent payments lost in the mail will be treated as if unpaid until received by Landlord. Tenant shall make all payments in full.

If Tenant fails to make on-time payments, then Landlord may demand all rents immediately due and payable. No waiver of any amount of rent due or variation in payment schedule hereunder or on page 10 of this lease shall be binding unless stated in writing signed by Landlord.

2. SECURITY DEPOSITS: Landlord's right to possession of the premises for non-payment of rent or for any other reason shall not be affected by the fact that Landlord holds security deposit. Within thirty days beyond last tenant move-out and full payments of all amounts due and performance of all Tenant's covenants and agreements (including surrender of premises), the security deposit or any portion thereof remaining unapplied to said balances shall be refunded and sent to Tenant. It is mutually agreed that this money need not be kept in a separate account, but instead may be kept by Landlord as operating capital.

3. TENANT INFORMATION AND GUESTS. CAMPUS COLONIAL LLC Rental Application and all representations and promises contained therein are hereby made a part of this lease. If any of this information changes during the term of this Lease, Tenant must notify Landlord in writing. Falsification of identity or other requested information is grounds for termination of this contract. Tenant gives permission to Landlord to use any information necessary for the collection of outstanding bills or judgments. Tenant agrees that no one other than the signatories indicated as Tenants hereon shall occupy the demised premises.

No tenant shall allow any guest to remain at the premises more than 10 days total during the lease term. Anyone found to have a guest in violation of this provision shall pay additional rent from the date the violation first began through and including the date the violation ends in the amount of \$25 per day for each day of violation by each person in violation. Tenant shall pay said additional rent immediately upon demand.

In addition to the additional rent due, the violation of the guest provision shall be a breach of the lease and landlord may but shall not be obligated to exercise all other remedies available under the lease, and shall also have the right to have the unpermitted guest removed from the premises.

4. LEASE TERM: The lease starts on the Starting Date, at the designated check-in time herein and ends on the Ending Date at the designated checkout time (the "**Lease Term**"). It is agreed that early move-in could push forward lease end date. Tenant is liable under the terms of this Lease for the full Lease Term. Tenant shall not be released from liability under this Lease due to school withdrawal or transfer, business transfer, loss of job, marriage, divorce, loss of any of the residents in the unit, bad health, or for any other reason, except for involuntary military service. Tenant may not occupy premises until the Lease and any required guaranty or other documents have been completely executed and delivered to Landlord.

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5. PROMISES OF THE PARTIES. The terms and conditions contained herein shall be conclusively deemed the agreement between Tenant and Landlord and no modification, waiver or amendment of this Lease or any of its terms, conditions or covenants shall be binding upon the parties unless made in writing and signed by the party sought to be bound.

6. POSSESSION: At the commencement of this Lease, provided the security deposit, all utilities are in Tenant's name and rental payments are up to date, Landlord or his Agent shall deliver possession of the Premises to Tenant. On the day that Landlord actually delivers keys to Tenant, Possession shall be deemed to have been delivered to Tenant. It is understood that decorating, if any, to be performed by Landlord shall not be a condition precedent to possession or rent.

7. MOVE-IN TIME. It is imperative that Tenant thoroughly inspect the physical condition of the premises upon move-in. Tenant agrees that no representations, warranties (expressed or implied) or covenants with respect to the condition, maintenance or improvements of the premises or other areas have been made to Tenant except those contained in this lease. Upon initial possession, the first arriving Tenant will inspect premises in the presence of Landlord and document and sign off on the unit's condition carefully on the provided **Move-In-and-Out Checklist**. Major items (electric, plumbing, HVAC) will be rectified at the earliest possible time and any other items within a reasonable time taking into equitable consideration the objectives of both Tenant and Landlord.

8. RULES AND REGULATIONS. CAMPUS COLONIAL LLC Common Sense Guidelines, available on the webpage, as attached or as or amended from time to time to Tenant by e-mail, constitute a part of this agreement, and shall in all respects be observed and complied with by Tenant, Tenant's guests, children and, if allowed, pets. The Landlord reserves the right to rescind or change any of the rules and regulations of the building and to make such other rules and regulations from time to time as may be deemed necessary, ie. the Move-In Memo (sent out in early July) or email or webpage updates.

9. QUIET ENJOYMENT. Landlord covenants that upon paying the rents and performing the covenants herein contained, Tenant shall peacefully and quietly have, hold, and enjoy the demised premises for the agreed term, provided further that Tenant shall not use the premises for any purpose nor play that will disturb the inhabitants of other residents or portions of the neighborhood. Due to neighborhood and city ordinance requirements, large parties or noise violations are disallowed and subject to a fine of \$200.

10. MAINTENANCE AND REPAIR. It is agreed Tenant will provide Landlord a clear, detailed description of repairs when needed by email, cclcmaintenance@gmail.com and when urgent, by text to 618-559-5245. Upon such reasonable notice, Landlord shall keep the demised premises and its included appliances in good repair. In the event any repair or replacement is necessitated by negligence or willful act of tenant or tenant's guests or employees, tenant shall reimburse landlord for the cost of repair or replacement upon demand, as described in paragraph 15.

11. UTILITIES. It is agreed that Tenant will take reasonable and necessary precautions against freezing of the water pipes and always keep the thermostat at 55 degrees F or above, even when gone for extensive breaks. Landlord reserves right to enter the premises if premises appear vacant or during cold spells to make certain heat is on. Tenant acknowledges that he will be liable for any/all plumbing repair and resultant damage caused by freezing water pipes as a result of failure to comply with this provision.

12. PETS. No domestic or wild animals shall be taken into or kept in or about the leased premises unless a waiver is given in writing from Landlord at lease signing and initialed by Tenant herein _____ Approved pet owners must provide proof of pet care record, hold renters liability insurance and comply with provisions of Pet Agreement and pay annual, nonrefundable pet fee of \$350. Tenant understands that the prohibition of pets also applies to pets of Tenant's guests or visitors. If an unapproved pet is discovered to be on the premises, regardless of ownership, Tenant will be assessed a \$500.00 fine, payable within ten days, and pet must be removed. The cost of repair of any item of damage caused by a pet, permitted or unpermitted, shall be assessed against Tenant and paid to Landlord within 30 days of assessment.

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13. ALTERATIONS, ADDITIONS AND PERMITTED USES. Tenant shall not install or use in the demised premises any high voltage device or appliance without Landlord's prior written approval. Such approval, if granted, shall be solely upon the term specified such written approval, and Tenant agrees to pay all expenses of additional wiring, plastering, decorating or any other work made necessary by the installation or use of such equipment and the removal of same, and restore premises to their original condition. Tenant shall not alter, remodel, paint or install heavy items to the ceilings, such as fans, or hooks or walls, such as television wall systems and their mounting hardware to said premises under any circumstance.

14. TENANT'S DUTY TO MAINTAIN PREMISES. Tenant agrees to keep the premises in good repair and in a clean and sanitary condition and to return the premises to Landlord at the termination of this Lease or upon vacation of said premises to the move-in ready condition they documented, on Move-In and Out Checklist. Reasonable wear and tear and damage by unavoidable fire or other casualty excepted. Refer to CCLLC Common Sense Guidelines regarding specific areas of concern.

Tenant agrees to neither install any locks or security devices without Landlord permission nor alter or attempt to bypass or defeat any present locks or security devices on, about, or within the demised premises. If damage other than reasonable wear occurs to the leased premises or furnishings therein, Tenant agrees to immediately notify Landlord of the damage. Tenant hereby assumes full liability for any damage done to said premises due to neglect or fault of the Tenant, their family, guests, agents or employees. In addition to the actual out of pocket cost of repair for parts, equipment and labor to conduct the repair, there will be a 50% surcharge for cost of administration and handling of the repair recovery.

15. TENANT TO INSURE POSSESSIONS / LANDLORD NOT LIABLE. Landlord is not an insurer of Tenant's person or possessions. Tenant agrees that all personal property on the Premises shall be at the risk of Tenant only and that Landlord urges Tenant will carry such insurance, as Tenant therefore deems desirable. Tenant further agrees that Landlord, its agents and employees shall not be liable for any damage to the person or property of Tenant or any other person occupying or visiting the Premises due to any part of the premises or grounds becoming out of repair (as example and not by way of limitation), due to damage caused by water, snow, ice, frost, steam, fire, sewerage, sewer gas or odors; heating, cooling, and ventilating equipment, bursting leaking pipes, faucets, and plumbing fixtures, mechanical breakdown or failure, electrical failure, or due to any accident in or about the premises, or due to any act or neglect of any other Tenant or occupant of the complex or any other person, or due to any storm, earthquake, or other common casualty. Further, Landlord shall not be liable to Tenant for any damage to the person or property of Tenant sustained due to, arising out of, or caused by, the acts or omissions of any third party whether or not such third party is a Tenant of CAMPUS COLONIAL LLC.

16. LOSS BY SMOKE OR FIRE. Tenant is urged to refrain from smoking inside premises and use all flammable sources with watchful caution. Tenant is liable for the costs to clean up or remediate smoke damage, residue or burns from any source, incense, candles, smoking, space heater, grill, etc. Tenant acknowledges that in order to remove odor or damage, Landlord may need to replace blinds and paint the entire premises, regardless of when items were last cleaned, replaced or repainted. Tenant shall not have on the premises any article of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the premises or that might be considered hazardous by Landlord's insurance company.

Said demised premises are furnished with smoke and CO detectors which must be installed and maintained in good working order at all times. Tenant agrees to keep these readily accessible and maintain batteries to keep them in good working order at all times. Tenant will be held responsible in the event of any damages to said premises or persons, or property due to negligence in such matters. If the premises are damaged or destroyed by fire or other common casualty, but only partially damaged and are habitable or are damaged and can be made habitable, and Landlord makes full repairs within 90 days, this Lease shall continue with abatement of rent given for the untenable period. If the premises are damaged or destroyed by fire or casualty and rendered uninhabitable, illegal, or not repaired within 90 days, then Landlord may relocate Tenant to another comparable premises or the lease will be terminated.

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17. LIMITATION OF LIABILITY: Landlord shall not at any time or under any circumstances be liable to Tenant, Tenant's family, guests or employees for any damage caused to them, their persons or property by non-negligent failure of landlord to keep said premises in repair, and shall not be liable for any damage done by or from any boiler, cistern, tank, washstand, water closet, or waste pipe, in, above, upon, or about said buildings or premises; nor for any damage by water, rain, snow, or frost, ice, sleet, fire, storms, accidents, earthquakes or explosions, nor for any damage or injury arising from non-negligent acts or omission of any employee or agent of the landlord or any acts of any co-tenant or occupant of any adjacent or contiguous property or third party, all claims for any such damage or liability being hereby released.

18. PROHIBITED USES. Tenant shall not at any time place in or upon the exterior or upon window of premises any signs, advertisements, illuminations or projections. Tenant shall at all times comply with the Rules and Regulations of the City and County Departments of Health, and all Carbondale and Jackson County Ordinances applicable to said premises and any laws now in force or hereafter enacted.

19. PROHIBITED ACTS: It is agreed Tenant shall not commit or permit to be committed any unlawful or immoral acts in or about the leased premises. Nor shall tenant permit the premises to be used for any purpose or in any manner which will injure others or the reputation of the landlord or its property or which will annoy, obstruct, or interfere with the rights and peaceful occupancy of other tenants of the building or the inhabitants of the neighborhood. Thereby, guns and semiautomatic weapons are prohibited.

20. PARKING. Tenant shall use only designated lot or drive spaces provided. Cars parked in "No Parking Zones" may be fined substantially by Carbondale Police and owners risk being towed at owner's expense. Driving or parking of vehicles on any portion of the lawns or sidewalks is prohibited. Tenant agrees to pay for any damages caused by such an act. Motorcycles cannot be parked on sidewalks, in patios, inside apartments or on the lawns. Landlord has the right to remove the motorcycle in violation upon discovery. No boats, trailers or trucks larger than four wheels or inoperative or unlicensed vehicles may be parked on the property. Tenant agrees that Landlord has the right to remove such vehicles at owner's expense.

21. LAWNS AND SIDEWALKS. Landlord shall be solely responsible for maintenance and mowing of the lawn and the landscaping. Tenant shall keep lawn clear of trash, clutter and any obstacles to mowing team. Tenant shall at Tenant's own expense keep and maintain the sidewalks, if any, adjacent to the leased premises free from snow and ice in conformity with the City of Carbondale Snow Removal Ordinance (the ordinance requires the cleaning of sidewalks at least a 30 inch path within 24 hours after the cessation of any fall of snow, sleet or freezing rain), except during winter break when classes are not in session.

22. RIGHT OF INSPECTION. By mutual consent, Tenant hereby agrees to allow Landlord free access to the premises hereby leased for the purpose of examining or exhibiting the same, or to make repairs or alterations which Landlord may see fit to make, and for the purpose of showing premises to any persons, potential Tenants, repairmen or code enforcement officers. Landlord shall provide prior one day's notice before entry, where required by statute, except in cases of emergency, or when Tenant has requested service. Tenant shall maintain functioning local telephone service or email address by which Landlord may satisfy statutory notice requirements. Landlord may at his discretion withhold notice of impending entry, inspection, maintenance or showings from Tenants who fail to provide functioning contact information or respond to Landlord's prior notice.

23. ENTRY. Landlord may make or allow at all times "for sale" and "for rent" notices on the premises when a vacancy occurs or in anticipation of a new lease year. Tenant shall permit the demised premises to be shown with all rooms unlocked to prospective Tenants at any time after November 1st of the calendar year in which this lease begins or during the last one hundred and thirty five (135) days of the term of this lease. Landlord will always attempt to notify Tenant before showing the premises. However, if Tenant shall not be personally present at any time during the said period to open and permit entry into said premises or if at any time, entry should be deemed necessary for the inspection or protection of the property for making any repairs, replacements, or improvements, Landlord or his agent may enter the premises by means of a master key or otherwise without being liable to tenant in any way.

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24. SUBLEASE OR ASSIGNMENT. Tenant may substitute a new Tenant for the balance or portion of the Term hereof provided: It is expressly agreed that if the Landlord consents to any act of assignment or subletting, such consent shall not relieve the original tenant of liability for any rents the subtenant fails to pay or for the cost of any damages incurred. That requires that all charges due per the Lease are paid in full, including, but not limited to, rent, late fees, and damages. Tenant, Prospective Tenant, Continuing House mates and the Landlord must agree in writing on a sublease agreement approved by CCLLC.

25. LEASE RENEWAL: Landlord may offer Tenant in good standing an opportunity to continue occupancy of the premises by entering into a new lease agreement as early as November first for August leases:

1) Tenant agrees that the security deposit guaranteeing this Lease shall be held by Landlord as security for any lease signed as a renewal; and 2) All persons listed on new Lease as Tenant hereby accept the premises are in satisfactory condition as renewed.

26. LEASE TERMINATION AND HOLDING OVER. At Landlord's option, this lease may be terminated before the expiration of the term for Tenant's violation of any agreements, ten days written notice being required. Upon termination of this lease by expiration of the term or otherwise, Tenant shall peaceably and quietly leave, surrender and yield up unto the landlord the demised premises which includes the equipment therein together with all alterations, additions and improvements which may have been made by either of the parties hereto upon the premises. Tenant shall promptly remove Tenant's movable furniture and personal property for the premises at Tenant's expense. In the event that Tenant fails to peaceably surrender the premises at termination of the lease, whether by expiration or otherwise herein provided, Tenant shall pay double the rent for each month or each part of the month thereafter and shall be deemed guilty of an unlawful and forcible detainment of the leased premises. Upon termination of this lease, (after all Tenant's personal belongings have been removed) Landlord shall ascertain whether any damage or excessive wear has occurred. If damage is present beyond normal wear and tear, Tenant shall owe to Landlord the cost of restoring premises to their former condition. In no case will Landlord serve as arbiter for the disposition of the deposit between housemates.

27. RETURN OF POSSESSION. Tenant agrees to quit and surrender the premises to Landlord at the expiration of this Lease agreement, in the same move-in ready condition they documented after any requested repairs found on Move-In Checklist were completed, reasonable wear excepted. The CAMPUS COLONIAL LLC Checkout Inspection Rubric (copy given at lease signing) describes the necessary cleaning to be completed and a chart sampling approximate costs that could be charged for specific uncompleted tasks. Tenant will inspect the premises carefully and will document move-out portion of the Move-In and Out Checklist (that was completed at move-in) upon return of possession to document the condition of the premises. Tenant also agrees to remove personal property before the expiration of Tenant's Lease; therefore, Tenant hereby consents and agrees that any of his or her personal property remaining after the expiration of the Lease shall become the Landlord's property and title of said property shall vest in Landlord. If Tenant does not leave the leased premises clean, and in good repair, at the expiration of this Lease agreement, Landlord will clean, paint, and repair the leased premises as needed, and the cost will be assessed to Tenant. Tenant agrees to pay such charges incurred promptly as assessed. If all apartment keys are not returned or a key is lost, Tenant will be charged the actual cost of re-keying and replacing all applicable locks.

28. DEFAULT. Tenant shall pay the total rent herein on the day and in the manner prescribed. Should Tenant fail to take possession of this premises, abandon or vacate the said premises or default with respect to any of the terms or covenants of this lease, the Landlord may re-enter the leased premises without written notice or by any method prescribed by law, and resume possession and re-let the premises upon such terms and for such rent as Landlord may see fit in the Landlord's own name for the account of the Tenant without terminating this lease or in any manner affecting the obligations of the Tenant to pay as liquidated damages the total amount herein covenanted to be paid as rent. In case of re-letting, however, there shall be credited to the Tenant all installments paid by the Tenant, and the amount received from said re-letting after deducting such expenses as may have been necessary in order to regain possession, as well as the cost of re-letting the premises. The Tenant shall pay all court costs, attorneys' fees, and expenses incurred by the Landlord because of Tenant's default. The Tenant agrees that no surrender of the premises prior to

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the expiration of their term herein provided for shall be valid unless accepted by Landlord in writing.

29. ATTORNEY FEE AND MISCELLANEOUS. Tenant shall pay Landlord's cost, expense and attorney's fees incurred for the enforcement of the covenants and agreements of the lease. The invalidity or unenforceability of any covenant or agreement of this lease shall not negate other covenants or agreements herein made. The covenants and agreements in this lease shall be binding upon the parties hereto, and the words "Landlord" and "Tenant" shall include singular and plural, masculine and feminine, individual and corporate persons, and shall include the successors and assigns of Landlord, and the heirs and personal representatives of Tenant and assigns or subtenants when assignment or subleasing is permitted by Landlord. The entire provisions of this lease are contained herein and all verbal representation or promises by either party of their employees are hereby declared void and of no effect. This lease shall not be deemed to constitute a binding obligation on the Landlord unless and until same has been executed by the Landlord or the Landlord's agent.

30. NOTICE TO LANDLORD. All demands and notices of Tenant shall be in writing and shall be delivered to Landlord at **Campus Colonial LLC, P.O. Box 745, Carbondale, IL. 62903-745**, unless Landlord notifies Tenant in writing of another address, or e-mail address.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year written above.

Landlord Signature: _____ **DATE:** _____
CAMPUS COLONIAL CAMPUS COLONIAL LLC P.O. Box 745 Carbondale, IL 62903-745

Tenant Signature: _____ **DATE:** _____

Tenant Signature: _____ **DATE:** _____

Tenant Signature: _____ **DATE:** _____

Tenant Signature: _____ **DATE:** _____

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TENANT INFORMATION (PLEASE PRINT LEGIBLY- UPPER CASE PLEASE!)

TENANT 1: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

_____ **Phone #** _____ **Email Address:** _____ **City, State, Zip** _____

Emergency Contact _____ **Phone #** _____ **Relationship** _____

(If Different than Parent/Guardian)

Name(s)

Phone #

Relationship

TENANT 2: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

_____ **Phone #** _____ **Email Address:** _____ **City, State, Zip** _____

Emergency Contact _____ **Phone #** _____ **Relationship** _____

(If Different than Parent/Guardian)

Name(s)

Phone #

Relationship

TENANT 3: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

_____ **Phone #** _____ **Email Address:** _____ **City, State, Zip** _____

Emergency Contact _____ **Phone #** _____ **Relationship** _____

(If Different than Parent/Guardian)

Name(s)

Phone #

Relationship

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TENANT 4: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

Phone #

Email Address:

City, State, Zip

Emergency Contact _____

(If Different than Parent/Guardian)

Name(s)

Phone #

Relationship

TENANT 5: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

Phone #

Email Address:

City, State, Zip

Emergency Contact _____

(If Different than Parent/Guardian)

Name(s)

Phone #

Relationship

TENANT 6: Full Name: _____ **Date of Birth** _____

Cell Phone # _____ **Email Address:** _____ **Last 4 Digits Soc. Sec** _____

Driver's License # _____ **Vehicle Make and Model** _____ **License Plate #** _____

Parent/Guardian _____ **Home/Permanent Address** _____

Parent/Permanent Address used for any legal notices or lease information only.

Street

Phone #

Email Address:

City, State, Zip

Emergency Contact _____

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PAYMENT SCHEDULE:	Date Due	Amount Due
Security Deposit Due at	Lease Signing	\$ _____
Rent Payment #1	07/01/23	\$ _____
Payment 2 thru 12	07/01/23 to 06/01/24	\$ _____

New Tenant: 12 monthly payments are due, the first either at or within a month of lease signing.
Renewing Tenants continue monthly payments, typically from July to June, per their 23-24 lease.

APPROVED VARIATIONS _____

Rent Payment Variation for Tenant on Loans or Refunds

1. Tenant agrees to e-mail or provide copy of award statement that Landlord keeps with lease packet.
2. At lease signing, Tenant agrees to pay one month's payment as security deposit.
3. Tenant agrees to pay for each semester when the "refund" is distributed as follows:
 - Payment One: Due no later than August 31, 2019 : Seven Months of Rent
 - Payment Two: Due no later than January 25, 2020: Five Months of Rent

This is what is agreed to on this date for Loans or **Other Variation in Payment Schedule As Agreed:**
Tenant requests and Landlord agrees to the following variation in payment schedule

Other Agreements or Notes

CAMPUS COLONIAL LLC - LEASE AGREEMENT 2023 - 2024

CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL 62903-745 --- PHONE: 618-559-5245

campuscolonial@gmail.com WWW.CAMPUSCOLONIAL.COM [Facebook: Campus Colonial Housing](#)

ADDENDUM TO LEASE AGREEMENT WITHIN CITY OF CARBONDALE PURSUANT TO CARBONDALE CITY CODE SECTION 4-4-18 REQUIRED PROVISIONS TO RESIDENTIAL LEASE AGREEMENTS

4-4-18 SUBSECTION A. CHARGES:

Late Fees. **\$25.00** If rent more than five days late; assessed at final accounting.

Returned Checks. **\$30.00** \$30.00 fee will be charged for returned checks.

Utilities. **Tenant shall pay** for water/sewer/trash, electricity, gas and internet services.

Damages. **Cost + 50% Surcharge** for any damage due to neglect or fault of the tenant.

Noise or Large Party. **\$200.00 fine** for violating Quiet Enjoyment lease privilege.

Guests. **\$25 per day** No guest may stay more than 10 days total during the lease term.

Pets. **\$500.00 fine** unless prior written consent is given at lease signing, as described on webpage. **\$350.00 non-refundable pet deposit** for approved pets.

Attorney Fees and Court Costs. **Tenant pays all costs** incurred by the landlord for default.

Lease Termination and Holding Over. **Rent doubles** at termination of the lease.

Damages at Termination. **Repair Cost Due** If damage is present beyond normal wear and tear.

4-4-18 SUBSECTION B RELEVANT ZONING RESTRICTIONS:

MULTI-FAMILY: This residential property is zoned R-3 pursuant to the City of Carbondale's zoning code. **More than two unrelated individuals may occupy the property being leased.**

DATE: _____ BY: _____
CCLLC: Campus Colonial LLC

TENANTS HEREBY ACKNOWLEDGE RECEIPT OF LEASE AGREEMENT AND ADDENDUM PURSUANT TO CARBONDALE CITY CODE SECTION 4-4-18 SUBSECTIONS A AND B FOR

PROPERTY LOCATED AT _____, CARBONDALE, IL 62901

Tenant Signature: _____ DATE: _____

Tenant Signature: _____ DATE: _____

Tenant Signature: _____ DATE: _____

Tenant Signature: _____ DATE: _____

Tenant Signature: _____ DATE: _____

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CCLLC and E-Cubed LLC Common Sense Guidelines (AKA The RULES)

GETTING SETTLED:

Check-In: All mates on the lease must be current on rent and show proof of utilities in your names before keys are given to the first person to arrive! First arriver will also need to allow time to complete the Move-In- Walk-Thru form.

Keys and Locks One key for each tenant is provided at the time of move-in. A spare house key is also provided so that you can avoid locksmith fees in the event of a lockout. All lost keys or damaged locks will require a lock change at the resident's expense. No locks are to be installed or altered on any exterior doors. However, if you want to increase your bedroom privacy, we allow that as long as you provide and install the lock and keep a clearly labeled key in a safe place or with a friend for emergency access. When you request or require maintenance, our policy is to secure all locks upon leaving, regardless of how it was found upon entry.

Insurance We do not carry insurance coverage for your personal property. Your lease urges that each tenant obtain his or her own individual renter's insurance for personal effects of value.

Smoke and/or CO Detectors You are responsible to keep the batteries fresh in your smoke detectors.. If your smoke alarm goes off repeatedly, change the batteries. Detaching a detector from its mount, removing the batteries or flipping off the breaker on wired alarms is a violation of the Carbondale Housing Ordinance. Call us if it keeps beeping once you change the batteries. Candles can cause smoke damage – use sparingly please.

Walls, Bars, and TV Mounts Absolutely no one is permitted to install heavy items to the walls, such as television wall systems and their mounting hardware without written agreement. . No painting is allowed on any walls, ceiling, doors or trim. Bars and beverage dispensing machines cause floor damage and are therefore NOT allowed.

Parking Park and drive in designated areas only, never on grass. On streets that do not allow parking, call the city ahead to ask if your guests can have a one-time permission as the

Bicycles Bicycles may be parked in the racks if provided, not attached to any gutter, pipe or other part of the house. If stored in your house, please place a waterproof mat below to protect the floor. If outside, know they are vulnerable to theft and consider insurance, either through a family policy or startups with low rates, like "Lemonade".

Motorcycles Motorcycles are to be parked only in a parking space. Under no circumstances are they to be parked or ridden on the grounds or sidewalks of your housing area.

Circuit Breakers If any electrical equipment in your home does not work, check the breakers and/or the GCFI outlets first. To reset a breaker - make sure to completely flip the breaker off before switching to the on position. If the problem persists, please report this to Maintenance.

Pets Pets are not allowed unless agreed upon at lease signing. Pet agreement rules are allowed on the Pet Agreement, available on our website. For example, pet droppings must be picked up immediately by owner/mate for sanitation's sake and as a common courtesy. Worst case, a \$500.00 fine can be levied for a pet without prior written consent.

Patio/Deck If you spill or break something, clean it up. Warning: The city can also fine you if you have "inside" furniture outside or towels hanging from your railings. Consider keeping your outside light on at night for safety. Do not leave garbage next to your house.

Fires, Grills, Smoking, Incense and Candle Melts: To reduce the chance of fire, keep open-flame cooking devices, including charcoal, LP-gas and firepits 25 feet away from any combustible structure. Do not pile wood against any fence or wall The city can also fine you if you have "inside" furniture outside or towels hanging from your railings. Avoid smoking and candles as that causes grimy stains that are costly for you if we have to wash them off when you move.

Blinds/Doors/Windows/Screens Mini-blinds must be in open position and then pulled up past open windows. Vertical blinds must also be pulled open whenever window or patio door is opened. Wipe blinds to keep them clean. Doors to closets and all rooms must remain inside and under no circumstances be removed or left outside. Shut your blinds, lock your windows and deadbolt doors to secure your house when away.

Yard and Landscape Do not walk in, nestle garbage in or trample plantings. Ask us what area would be fine for you to express your own green thumb! Lawns are mowed and trimmed by us as needed.

High Utility Bills: Unfortunately, Ameren has drastically raised their rates so be mindful of your thermostat: your bill will be lower if you set it and forget it. discuss as a group your plan. No joke, the energy auditors will tell you that setting it at 67 in winter and 75 in the summer will give you lower bills than it at 75 in winter and 67 in the summer.

In cold weather, keep your heat on no lower than 55 degrees to protect plumbing. When the outside temp goes below 15 degrees or it is sleeting, use the emergency heat setting if the thermostat has one! Remember, utilities must be on the length of your lease – but stopped at end!

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HOUSE UPKEEP Do work as a team to keep your house reasonably clean. Dirt, grease and garbage encourage pests and can damage floors. Your entry, deck or porch and/or garage are considered part of your dwelling and should be kept free of garbage buildup. Carry trash to the dumpsters or cans regularly to avoid pest infestations. If you do see ants or bugs, report it ASAP as a maintenance issue, but cleaning is key to keeping pests outside and not in. Tenant is responsible for maintaining supplies to keep the premises free of pests and shall pay for any desired pest control services needed beyond initial treatment and preventative upkeep by CCLLC.

Countertops and Backsplash Do not place hot objects directly on laminate countertops or use tile or laminate countertops as cutting boards or use harsh cleaners that can strip the surface. (And of course, sit on a chair, stand on the floor, but never on the counter!). Remember to regularly wipe down the backsplash to prevent stickies.

Garbage Disposal Put all grease, pasta, rice, eggshells, coffee grounds, fruit pits, bones, banana peels, and meat scraps in your garbage can, not the disposal. Keep non-food items out of the disposal (bottle caps, stones, etc). Invest in a drain stop that has holes in it to let water go down the disposal drain yet also prevent glass or metal from getting stuck. If the disposal does not work, please push the reset button located on the bottom of the unit. Email Maintenance if it sounds odd, loud or stops altogether. Do not use drain cleaner, ever. It helps to run an empty cycle once per month with ice cubes and dish soap. Use a long brush and dishsoap to clean inside and keep down odors..

Dishwasher Rinse dishes first as food particles or non-food items can plug up its drain or washing mechanism. Make sure you do not over-stack any load to maximize cleaning. Use dishwasher pods only for best effect. Be careful not to slam door or buttons too firmly. Clean inside drain at least monthly.

Refrigerator Clean monthly (but not bleach). Do not leave your refrigerator turned off with the door closed for more than a few hours as mold and mildew may develop. Refrigerators must be left on with the door closed when you leave for breaks or move out. If your refrigerator is left on with doors open and the compressor is thereby damaged, you will be responsible for all repairs. Never use anything sharp to pick ice away from the freezer – instead defrost it. Move it to clean under it every few months, but do be careful of the water line.

Range and Exhaust Fan/Micro-Hood Avoid grease splatter by covering bottom of the oven with foil before use. Keep the oven door opened a few inches when broiling. Use exhaust fan to reduce moisture build-up. For microwave, no type of metal allowed or it will short out. Be careful with parchment paper as it could catch fire.

Kitchen Sink: Always wipe with down with a gentle household cleaner and not a harsh brillo pad.

Washer and Dryer Do not overload either machine. Never put in clothes with engine grease, oil or wax in either appliance. **Always CLEAN DRYER FILTER after each use** to avoid lint buildup and fire hazard. Stop using the dryer if the clothes are still wet – And send the Maintenance Request form or call as soon as you notice this problem.

Lights Bulb replacement is your responsibility, except when you just moved in, as LED bulbs last a long time. Email maintenance if your can lights in kitchens or vaulted ceilings or enclosed exterior lighting go out. A step stool will come in handy! (Do not force a bulb as some fixture covers can be challenging to get off.)

Toilet Only toilet paper should be flushed down the toilet- never tampons, sanitary napkins, paper towels, or kitchen waste. (A toilet cleared due to neglect or misuse will be unstopped at your expense.) If your toilet is overflowing, the water shut-off valve is behind the toilet near the floor. Turn the valve counter clockwise until the valve cannot turn any more and the water stops running. Next, insert the plunger and begin moving it up and down. You will know the blockage is clear when the water in the toilet drains down. Turn the water back on slowly by turning the water shutoff valve clockwise. Let water tank fill and then flush. If necessary, repeat a few times to clear the blockage. If that doesn't work, please contact us. If ever your toilet is running, contact Maintenance! Your water bill will skyrocket in just one day of a running toilet. **You can usually stop it .by flushing the toilet again, but if not, turn the water off.**

Bath/Shower, Sinks and Exhaust Fan Be sure your shower curtains are completely closed and inside the tub when taking a shower. Keep bathroom floor dry at all times. Avoid mildew by wiping off walls and running your exhaust fan at least ten minutes after each shower or bath. Let us know if you see any mold on the walls. For your tub or shower walls, a mix of vinegar and dish soap does wonders. Drains are only for water, nothing else.

Repairs and Maintenance: Changing light bulbs, plunging toilets, resetting tripped circuit breakers or tightening door knobs is on you, but not clearing jammed disposals, solving heat/air systems, fixing appliances or plumbing. THAT MEANS YOU NEED A PLUNGER, STEPSTOOL AND BASIC TOOL KIT. Do not hesitate to call for help when needed..

To request repairs, e-mail cclcmaintenance@gmail.com. Keep in mind that if repairs are needed due to your own or your guest's carelessness, abuse, or neglect, you must also report that immediately. One worst case would be if your pipes freeze and burst because you left your heat off or a window open in cold weather during winter break.

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GOOD TIMES

Guests Of course, you are welcome to have guests visit. But, only the people on your lease can live in this house with you. If you are found to have a guest in violation of this provision, the fee is \$25 per day for each day of violation by each person in violation. This additional rent must be paid immediately upon demand.

Neighbors Please be mindful that you are living with other people under the same roof and/or next-door. Loud stereos, television sets, and appliances can be very irritating and violate city noise ordinances during restricted hours. If you are having a problem with a noisy person, consider first talking to them about the matter since the person may be unaware there is a problem. But do tell us if they still need a nudge! Your lease has a "Quiet Enjoyment" clause that we believe is your right – and theirs - as our resident and as a caring neighbor. Avoid the \$200.00 NOISEViolation Penalty!

Parties Large loud parties are NOT allowed. You are responsible for all actions of your guests. The city will ticket! Gatherings must be restricted to a guest list who agree to adhere to Carbondale noise ordinance and your neighbor's right to "Quiet Enjoyment," as described above and in paragraph 8 of your lease. Inviting large numbers of people you don't know can also be an invitation to theft, so know your guests! Violators can face a Noise Violation fine of \$200.

LOGISTICS

Rent Payments Rent is due on the first of every month, including breaks. Rent becomes late on the sixth day and late charges can apply to any portion of an unpaid balance. You may pay by check OR DIRECTLY THROUGH CHECKING WITH APARTMENTS.COM. (If you choose to pay cash, that process is described in your Move-In Memo.) If the bank returns your personal check or APT.COM declines your payment, you will be charged \$30.00.

Subleasing It is your choice to sublease but we must be notified and approve all subleases in writing. You are responsible for transferring your room or house and its key(s) to your sub lessees. We do not inspect between the time you move out and your sub lessee moves in but you should do a walk-through with your sub lessee before signing the sublease agreement. Your original lease agreement with us is not changed, voided or replaced by your making a sublease arrangement. In other words, the lessees pays you in accordance with your agreement with them, and then you pay us in accordance to our agreement. **Warning:** It is your obligation to make certain your sublesser follows lease requirements. Screen sub lessees carefully so you do not end up losing security deposit TO UNFORESEEN damage.

Move-out Procedures The Check-out Inspection Rubric will be in your move-in packet. It gives specific cleaning guidelines. Line up your roommates and schedule a day to clean together. It's a big job but *we do not apportion damage deposits based on how much time you vs your housemate personally put in cleaning*. When you all (ideally!) are scrubbing that last floor and carrying out that last trash bag, do check off all those boxes on the cleaning list. You will be held responsible and charged for the cost of materials and labor necessary to repair any damage to the house's walls, doors, carpet, windows, etc. and exterior entry not already noted therein. Any items left behind after the lease ends will be disposed of at our discretion.

Security Deposit The security deposit cannot be used to pay the last month's rent. It is collected to help ensure that you keep the house in good condition and return it in the condition it was at Move-In, allowing for any improvements completed if early move-in requested. cannot be used to pay the last month's rent. Your deposit may be forfeited to cover cleaning or repair or if there is missing rent in your house account. Portions not forfeited will be refunded via check, mailed within 30 days of the lease ending date, to the address you designate. We will send move out info in April/May but do ask you remember to leave us your keys! And to pay all your rent before you hit the road!

Updates

These guidelines to demonstrate common courtesy in the way you care for your house, its contents, your mates neighbors, and your community are key to a good year at your new home.

Got a concern you would like to share? We welcome your ideas and input. We will notify you of any revisions or updates via email, text, printed copies delivered to your door or phone calls.

Meantime, feel free to browse and share the
Campus Colonial Facebook
page and webpage.

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CHECK-OUT INSPECTION RUBRIC

Thank you for choosing to live with Campus Colonial and to maximize your security deposit return. This rubric gives you clear instructions of the necessary cleaning to be completed and a chart listing **Cleaning Costs That Are Agreed Will Be Charged If Landlord Has to Finish Tenants Job** from your kitchen and baths to your living room and bedrooms to your floors and walls.

KITCHEN APPLIANCES AND W/D all require:

- ___ TOP, SIDES, INSIDES (AND UNDERNEATH TO WIPE UP THE SPILLS and FIND STUFF):
 - Clean tops / all surfaces, sides and door fronts and drawer.
 - Make sure all burners, inside, broiler and the emptied storage drawer are cleaned.
 - Lift up your stovetop. Clean spills and grease monthly.
- ___ SELF_CLEANING OVEN: Activate the self-clean mode. Run fan. After cool down, wipe clean.
- ___ If your burner plates are in terrible shape, save cleaning time by buying replacements at Lowes.

REFRIGERATOR

- ___ Remove All food items. *Food that goes bad can RUIN a closed fridge if power is shut off.*
 - ___ Turn off, prop open the doors.
 - ___ Pull out the fridge (it's on rollers) to clean floor under and walls behind. *Watch out for icemaker hose.*
 - ___ Remove shelves, tubs and bottom grill and wash in warm sudsy water.
 - ___ Scrub and wipe dry inside of refrigerator and freezer and outside, top, bottom, sides and handle.
 - ___ After cleaning, **close the doors and leave the empty fridge plugged in and turned on low.**
- If you do turn off your fridge power, then and only then leave doors open, always propping them to stay open (an egg carton in each door works). Otherwise the fridge will burn out trying to cool your kitchen!*

WASHER AND DRYER / DISHWASHER

- ___ Clean top, inside and out DW and all sides, front and back. Clean filter, knobs, spouts, switches.
- ___ Clear dishwasher drain -we use citric acid or one cup baking soda and run HOTcycle.
- ___ Pull washer and dryer away from wall to remove items, clean inside, outside, all knobs and sweep and scrub below. Careful of hoses! Clear dryer of all lint. Wipe down all knobs.
- ___ Fill washing machine and add 2 cups white vinegar. Let sit 1 hour, then run full cycle and wipe clean.

KITCHEN AND BATHROOM CABINETS, COUNTERS AND BACKSPLASH/ DISPOSAL

- ___ Remove all food, utensils and other personal items from every cabinet, drawer, pantry, closet, etc
- ___ Clear and wipe all cabinet and counter surfaces, in and out, top and bottom.
- ___ Try vinegar, dish soap and ice cubes down disposal. Run it to clean it and "sayonara, fruit flies!"

BATHROOMS

TUB/SHOWERS:

Remove shower curtains, bath mats. Do not dispose of the shower rod. We have provided this item and it will be reused. Use bathroom cleaner to remove stains and make tub or walls sparkle. Magic erasers also help and are effective on fiberglass tub and shower units. *Do not use an abrasive scrubbing device on any fiberglass surface.*

VANITY, SINK, MIRROR, AND TOILET:

Empty vanities and medicine cabinets. Wipe all surfaces..
Scrub sin, faucet, and clean toilet inside and out and lid and fasteners.

___ FLOOR: Sweep carefully and scrub away all debris, stains, hair, makeup. Mop and dry

___ BE CAREFUL: *Bleach products can help remove mold or dark stains. However, you can create a very toxic cloud if you happen to mix bleach products with ammonia-based products.*

GENERAL TASKS Clear and clean all rooms, closets, shelves and wipe down.

Remove and clean a/c and heat grill covers of cobwebs. Wash with soapy water and dry.

Wipe clean all walls to prep repair of holes in walls with plaster and touch up paint. .

___ **EVERY WINDOW AND WINDOW SILL** Wash in and and out first floor windows, inside only second floor. Shut them and LOCK them. Do keep windows locked and blinds drawn when not home and away.

___ **ALL DOORS, TRIM AND BASEBOARDS** must be dusted and wiped down. Careful moving furniture, as door nicks and gouges require repainting. **Personal BR LOCK? Put ours back on!**

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ALL WALLS and CEILINGS --- **Do NOT repair or spackle or repaint holes. Call maintenance instead!**
Be mindful of any spills. We once had traces of a waffle on a ceiling and that required a prime and paint job! Magic erasers are pretty impressive as are Large sponges and a soapy cleaner.

ALL CEILING FAN and LIGHT FIXTURES must be clean, top and bottom. Replaced Burned out bulbs. Your lease agreement requires you to replace any burned out bulbs with the SAME type of bulb. If it is difficult to remove, please do not force. We are replacing bulbs gradually with long life bulbs. LIGHT FIXTURE COVERS and SWITCHES can be washed or in the top shelf of the dishwasher.

EVERY MINI BLIND should be cleaned with a feather duster or a very soft brush. If excessively dirty, you may want to consider replacing them at Lowes or Home Depot.

Your lease agreement requires you to replace any burned out bulbs with the SAME type of bulb. If it is difficult to remove, please do not force. We are replacing bulbs gradually with long life bulbs.

SMOKE/CO DETECTORS must be in place and have a working battery installed. (CO detectors are not required for all electric houses unless there is a garage).

LIGHT FIXTURE COVERS and SWITCHES can be washed or in the top shelf of the dishwasher.

FLOORS:

Tile floors should be mopped, then dried. Please use the appropriate cleaner.

Wood and Wood Laminate floors do well with Method Wood Floor Polish.

All floors must be towel dried immediately after washing. If wood or laminate floors are not dried immediately, they will warp. We prefer to mop a 5' x5' area, and then dry it with old towels.

PORCH, DECK, PATIO, GARAGE OR UTILITY and YARD must be cleared.. *Nothing must be left*
Sweep or vacuum, wash entry wall to remove dirt and stains. Mop if necessary.
Wipe cobwebs and dirt on water heater and furnace closets. Sweep and clean floors.
Clear yard of all debris as well. Put garbage in dumpster or on street for pickup.

DUMPSTERS and Left-Behind Treasures

Dumpsters are **NOT to be used for disposal of furniture or large items**. It is a violation of city housing code to place furniture on sidewalks. Sorry! Good Samaritan Food and Clothing Pantry and the Thrift Shop will take used furniture and clothing and most anything! Call Goodwill or post it on Buy Nothing carbondale to dispose of unwanted furniture.

ELECTRICITY and GAS: *Leave A/C @75 until the afternoon of Move-Out Day, Please!*

Cancel services by calling Ameren at 800.755.5000 or on their Web site, www.ameren.com.

WATER/SEWER/TRASH: Shut water off! Take all Trash with you.

Call City of Carbondale at 618-457-3265 for a final meter reading effective the day after your move-out.

CABLE and INTERNET: These are yours to discontinue when you choose. Return your box for refund!

KEYS (and Garage Openers, if applicable)

ALL KEYS MUST BE left on counter **BY NOON ON THE DAY YOU LEAVE**.

And this is a BIG one: Personal Locks must be replaced with the one you took off when you moved in.

OR You could be charged \$90 - LOCK CHANGE FEES are expensive!

Missing garage remotes also incur a \$50 replacement cost.

SECURITY DEPOSIT REFUND

Nothing pleases us more than refunding deposits in full. It takes both our effort and yours to process deposits on a timely basis. If your home is left in the same "move-in ready" condition that you found it when you arrived (and after repairs if you moved in early) as stipulated in the CC and E-CUBED Move In-And-Out Property Inspection Checklist and all lease conditions are met, we have up to 30 days after the last person moves out to return your security deposit. We shoot for 15 to 20 days. Here is the trick to remember:

Early move-out + careful cleaning + all rent paid = first refunds calculated and sent.

And Hey! Make sure to text us your preferred address for your final accounting!

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Cleaning Costs That Are Agreed Will Be Charged If Landlord Has to Finish Tenants Job

You & your mates are encouraged to thoroughly clean your home regularly to make it easier to clean at move-out and thereby maximize your security deposit return: imagine NO cleaning or repair charges! Pay close attention to the underlined items below! For example, normal wear and tear cleaning is charged out at \$32 per hour and fortunately, some tasks only take a few minutes to complete. However, painting and carpentry damage repairs take much longer and are charged out at \$40 - \$60/hour. Therefore, what follows is only an approximation of costs *for a tad messy house* with average costs required to get it clean.

Oven, Stovetop, Microwave, Hood

Clean knobs and switches on each appliance	8.00
Move stove and Clean entire top, sides, insides, and below	20.00
Clean <u>inside ovens, broiler, burner racks and pans</u> (or replace)	25.00
Move and lift stove top and scrub blackened areas	12.00
Clean <u>micro-hood</u> inside and out, fan and lights	20.00

Refrigerator

Empty. <u>Clean</u> inside, outside, top, <u>floor below</u> , sides, turn on!	14.00
Remove shelves, tubs, wash in soapy water	20.00
Defrost and wash out <u>freezer</u> (non-abrasive cleaner)	10.00
Clean handle, rubber seals and bottom grill	8.00

Cabinets and Pantry Areas

Remove all food, utensils, pots and pans from every cranny	10.00 (each item)
Clean <u>cabinets, shelves, drawers, doors, tops, below</u>	30.00
Clean handles. Wipe all dry.	10.00

Sink, Counter, Disposal, Dishwasher, Washer, Dryer

Clean <u>kitchen sink and sanitize Garbage disposal unit</u>	10.00
Clean <u>countertops, magic eraser backsplash walls</u>	10.00
Clean knobs, filter top, sides, in, out, <u>below washer/dryer</u>	10.00 (each item)

Tub/showers, Vanity, Sink, Mirror, Toilet, Floor

Clean <u>sink, tub, shower walls, faucets, and towel racks</u>	30.00
Remove all personal items from drawers and cabinets	10.00
Clean <u>mirror, cabinet, drawers, shelves, inside and out</u>	10.00
Clean <u>inside and outside of toilet, lid, fasteners</u>	20.00
Clean shelves in linen/ laundry closet	10.00

GENERAL CLEANING IN ALL ROOMS

Remove items and garbage from every room, <u>entry and yard</u>	10.00 (each item)
<u>Remove heavy items</u> (garbage service charges for large items)	50.00 (each item)
<u>Empty</u> . Clean out closets and all shelving units in each room	10.00
Remove all cobwebs in house, closets, garage, basement)	10.00
Clean <u>every light fixture</u> and ceiling fan	10.00
<u>Replace</u> all burned out incandescent bulbs	3.00 (per bulb)
Clean <u>windows inside, out</u> (first floor only), <u>trim/ledges</u>	25.00 minimum
<u>Replace personally keyed door locks</u> with that provided	25.00
Clean all doors, knobs, door tops, handles and trim	10.00
Clean unit, replace batteries in <u>smoke/CO detectors</u>	5.00 (each)
<u>Dry erase scuffs, remove marks, scrub walls, baseboards</u>	15.00 (room)
<u>Do NOT Repair holes</u> in walls or touch up w/paint (<u>our job</u>)	30.00/hour (hooks for pictures are OK)
Clean all light switches and electrical outlet plates	5.00
Clean every <u>air conditioner/heat grill covers</u> or vent	10.00 (each room)
Clean all blinds and/or <u>replace damaged blinds</u>	40.00
Sweep, steam/ <u>mop all rooms</u> with approved cleaner	40.00
<u>Towel dry ALL</u> cleaned tile, LVT or wood floors	25.00 (each room)
Sweep, clean, remove any <u>spills, mop utility, HVAC, basement, garage, deck/porch, storage</u>	25.00
Scrub any <u>spills, wash down entry door and walls</u>	25.00
KEYS not left OR Lost Garage Remotes	90.00 (Re-Key / Replace Fee)