

It is agreed, this [System.Date("dd")] day of [System.Date("mmm")], 20 [System.Date("yy")] by and between [Property.BillingName1()], Inc., Landlord, and Tenants

Table with 8 columns for Tenant 1 through Tenant 8, each with a field for 'Print Full Name'.

that Landlord leases to Tenants, and Tenants lease from Landlord, the following described Premises, herein after referred to as "apartment" "Premises" "dwelling unit" or "unit", including the grounds, areas, and facilities of the Premises held out for the use of tenants generally.

Table with 3 columns: UNIT CODE #, Name, and Address. Row 1: Room (unfurnished), Max Occupancy. Row 2: Term details (1. Term, 2. Rent).

2. Rent. Tenants agree to pay rent to Landlord in 12 EQUAL PAYMENT INSTALLMENTS of: \$[MarketRent("8/1/2024")] during the term of this Lease.

ALL RENT PAYMENT INSTALLMENTS ARE DUE BY OR ON THE 1ST OF EACH MONTH IN THE FORM OF "ONLINE PAYMENT".

[For Non-Renewals first rent installment is due on or before the lease start date]

[Online Account Set-Up must be completed by Tenant prior to 1st payment | Tenants may request special exception to pay in another form]

Options for payment of One Full Rent Installment:

() Last Rent Installment - JULY 2025 - \$ () First Rent Installment - AUGUST 2024 - \$ (X) Other: NO RENT DOWN *

[X] ALL TENANTS - Pay with a check dated today [/ / 20] \$ [MarketRent("8/1/2024")] CK# []

Table with 8 columns for Tenant Initials, all marked with 'X'.

MAKE RENT CHECKS PAYABLE TO [Property.UserDefinedField("Partnership LLC (lease)")] AND PAY RENT AT [Property.UserDefinedField("Manager Address")].

3. Security Deposit. [check one that applies] { } New Deposit { } Transfer Deposit + Increase { } Transfer Deposit (*See Deposit Transfer Form)

Tenants shall pay to Landlord \$[MarketRent("08/01/2024")] as a security deposit for the full and faithful performance by Tenants of all of the terms and conditions of this Lease.

SECURITY DEPOSIT: [Please Print Name Here] *Deposit Holder: [] *

[X] New Deposit - Paid in full with a check dated today [/ / 20] \$[MarketRent("8/1/2024")] CK# []

(check one that applies)

[X] Transferring Deposit from previous year [System.Date()] \$[Tenant.SecurityDepositHeld()] Deposit Transfer form Required...

> and a Deposit Increase - Paid in full with a check dated today [/ / 20]

[\$[MarketRent("08/01/2024")]- (Tenant.SecurityDepositHeld())] CK# []

Table with 8 columns for Tenant Initials, all marked with 'X'.

4. Manager. [Property.BillingName1()] [Property.UserDefinedField("Manager Address")] [Property.PhoneNumber.FullNumber()], is designated by Landlord to manage the Premises and to receive notices, demands, and process on behalf of the Landlord.

5. Utilities. Landlord has posted utility responsibility in the office and fully explained the utilities which the Tenants will be required to pay. Landlord generally supplies four-five (4-5) months of boiler heat (Tenants pay electric heat), water, sewer and trash; but at some properties does not supply these utilities. Tenants must contact utility providers at least one month in advance to schedule utility hookup.

(1) Tenants agree to comply with any solid waste removal requirements. Tenants are required to: [Property.UserDefinedField("Other Requirements")]

Table with 8 columns for Tenant Initials, all marked with 'X'.

All Tenants are required to complete the ONLINE TENANT INFO and must provide a copy of CURRENT PHOTO ID (Drivers License, State ID or Passport) when signing onto the Lease.

Tenant Initials: X X X X X X X X

6. Occupancy. Tenants shall occupy and use the Premises only as a residential dwelling unit. No persons who have not signed this Lease as Tenants shall occupy the Premises.

(1) There may be additional rent per month (rent will apply for remainder of lease) for each additional Tenant in excess of the number of bedrooms in the unit.

(2) Any person who is not a Tenant signed on the Lease and who moves their possessions into the unit without the Landlord's prior written consent is an additional Tenant for purposes of this Lease. Units found having Tenants not signed on the Lease could be subject to additional rent cost per month retroactive to the date they began living there. The lease may be modified to require an increased security deposit proportionate to rent for the unit.

7. Access. Landlord shall have the right to enter the dwelling unit with 24 hour notice in order to inspect the Premises, make necessary repairs or services, decorations, alterations, improvements, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen, or contractors; provided, however, that Landlord may enter the dwelling without 24 hour notice, in case of emergency, abandonment, to make agreed or requested repairs/services, and as otherwise provided by law. Tenants agree to allow all remodeling changes scheduled during the term of the lease with appropriate notice from the Landlord.

8. Fixtures and Improvements. Tenants shall make no alteration (including paint) without Landlord's prior written consent. Tenants shall leave with the Premises at the termination of this Lease all alterations, additions, or improvements made by Tenants, without any payment therefore. Costs to return the unit to its prior condition may be charged to Tenants. Normal wear and tear excepted.

9. Tenants Obligation. Tenants shall, in addition to any other obligations in this Lease, comply with all applicable building, housing, and zoning codes, and with Chapter 562A of the Code of Iowa (Residential Landlord Tenant Act), and conduct themselves in a manner that will not disturb a neighbor's peaceful enjoyment of the Premises. Tenants further agree to keep that part of the premises that they occupy and use as clean and safe as possible (including kitchens, bathrooms, bedrooms, flooring, etc.).

10. Rent. Rent Installments are due no later than the 1st of each month, even if the 1st is on a holiday or weekend. For leases where rent is not more than \$700 per month, the late fee will be \$12 per day not to exceed \$60 per month. For leases where rent is more than \$700 per month, late fees will be \$20 per day, not to exceed \$100 per month.

(1) Rent paid by a mailed check is deemed paid upon receipt. Unit number and address must be on checks. There is a cost for all returned checks in addition to late fees. Rents and fees paid in more than one payment assessed additional cost per additional payment. There is a NSF bank fee for all returned online payments/checks in addition to late fees.

(2) Postdated checks must have prior written consent from the Landlord and include the appropriate late fees.

(3) Rent should be paid by ONLINE PAYMENT. Online Account Set-Up completed by Tenant prior to 1st payment | Tenants may request special exception to pay in another form.

(4) If rent is not paid when due, Landlord may terminate this Lease and seek damages for the remaining months of rent and fees due. If an eviction action is initiated by Landlord, Tenants can be charged any costs incurred.

(5) Rent is a payment to be made to the Landlord under a rental agreement. All payments required by the Landlord on the rental account, including but not limited to maintenance charges, fees, etc., shall be paid immediately.

(6) Failure to make required prepayments of rent by the dates set forth in this Lease entitles Landlord to terminate the Lease and seek damages for the balance of rent due.

(7) Tenants agree to provide one or more forms of credit card payment to Landlord upon request, to have on file for non-payment of rent.

11. Security Deposit. Landlord shall, within thirty days from the date of termination of the tenancy and receipt of the tenant's mailing address or delivery instructions return the deposit. If no mailing address or instructions are provided to the Landlord within one year from the termination of the tenancy the rental deposit shall revert to the Landlord and the tenant will be deemed to have forfeited all rights to the rental deposit.

12. Present and Continuing Habitability and/or Delay in Possession. According to Iowa Law.

13. Holding Over. If Tenants remain in possession after expiration of this Lease, Landlord may bring action for possession. If the holdover is not in good faith, Landlord may bring on action for actual damages.

14. Keys and Locks

(1) **Keys** can be picked up at the office between 1-4 PM the day your lease starts only. Prior to the start of the lease and picking up keys, Tenants shall have all rent paid and utilities where applicable connected in their name.

(2) **Lost Key:** 24-hour notice must be given to the office to obtain a duplicate copy of an original key. Tenants may be charged for extra keys and/or lock changes.

(3) **Locks.** No additional locks shall be placed upon any door/window, including doors within the unit without the written consent of the Landlord.

(4) **Entry Lock Change.** Contact the office to arrange a time for lock change. Landlords costs per lock change may be billed to the unit.

(5) **Lock Out.** There may be a cost assessed to Tenants for a lock out. The amount of the actual charge is based upon the circumstances including calls after midnight.

>> **Care of Property.** (15. thru 29.)

15. Each Tenant or guest is responsible for taking reasonable steps for protection of his or her own person and property.

(1) Extended absences shall be reported to Landlord of more than 7 days.

(2) The video cameras in the buildings (if present) may periodically record activities. Tenants are recommended to secure potential entry points such as doors, windows, and screens.

(3) Landlord recommends Tenant(s) to promptly report to the ICPD: acts of vandalism, criminal mischief, trespassing or other.

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Tenant Initials:	X	X	X	X	X	X	X	X
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>> **Care of Property.** (15. thru 29.)*continued*

- 16. Tenants agree to use the highest degree of care in maintaining the Premises and common areas throughout the lease term. Tenants agree to keep all fixtures, (bathroom, kitchen, flooring, etc.) in the apartment as clean as possible. Any alteration or damages to the apartment by the Tenants, visitors, or others, which causes a violation of City Ordinances or which necessitates repairs, may be assessed to the Tenants.
- 17. Tenants agree to check smoke detector and fire extinguisher at the first of every month and report to the Landlord any necessary maintenance.
- 18. Tenants are responsible for replacing any light bulbs and smoke detector batteries during their tenancy.
- 19. Wall and Ceiling Holes: Do not spackle nail holes, No tape-on hangers or ceiling hooks of any type are allowed.
- 20. No acids or abrasive cleaners shall be used on any of the bathtubs, sinks, plumbing, or tile work. Damp mops and Swiffer's shall be the only cleaners used on wood floors.
- 21. Shower curtains and shower rods are to be provided by Tenants (for sanitary reasons). Make sure it is inside the tub and tightly pulled to each end when showering. Damages caused by tenants without shower curtains or improper use may be charged for water damage to the floor and ceiling below.
- 22. Doors, blinds and smoke detectors shall not be removed or unattached for any reason.
- 23. Basements and attics (where applicable and non-habitable by City Code) may not be used as sleeping rooms or for storage. Roofs and fire escapes are not part of the Premises and are OFF LIMITS to Tenants and guests (except during emergencies).
 - (1) Tenants in units which are partially/fully below grade or first level apartments must operate dehumidification equipment in times of high humidity.
- 24. Bicycles are not allowed in the building, on entrance rails, or balconies. Use bike racks.
- 25. Items outside the building, on window ledges, or in the hallways will be disposed of at the Tenants cost, including items attached to rails such, as bikes, tires, etc.
- 26. Balconies and porches, where present, are mainly ornamental and are functional for limited use only. Balconies are not guaranteed at all locations. (no indoor furniture shall be placed on porches or balconies)
 - (1) No more than 2 people may use the balcony/porch at a time and only light patio furniture of no more than 2 chairs and 1 table are allowed.
 - (2) After a heavy snowfall, Tenants shall clear balcony/porch of snow & ice.
 - (3) Absolutely no parties are allowed on the balcony or porch. Tenants will not use the balcony/porch after consumption of alcohol. No grills are allowed.
 - (4) NOTHING may be stored on balconies (This includes kegs, garbage, bikes, and grills). Tenants may be charged for the cost Landlord incurs to rectify the situation.
- 27. Cooking or doing anything else in such a way as to allow offensive odors to penetrate into public halls or other dwelling units is prohibited.
- 28. The exterior back steps and door, where present, are not to be used except for emergency.
- 29. Tenants agree to reimburse the Landlord for damages arising out of destructive acts of their visitors. Any debris or mess caused by Tenants or their visitors that is not immediately cleaned up will cause the apartment to be billed a cleanup charge. Any damages caused by the foregoing will be charged to the Tenants of that apartment.
- 30. **Parking** Landlord may have parking available at additional cost but does not guarantee specific stalls. Parking By Permit Only. Visitor parking is NOT provided.

31. >> **MAINTENANCE (31-32[1-8])**

- 32. **Maintenance.** Tenants are obligated to report any problems in the apartment to the maintenance department during regular business hours Monday through Friday.
 - (1) **MAINTENANCE Online Service Request:** [\[Property.UserDefinedField\("Website"\)\]](#) (Online Service Request) **PHONE NUMBER IS 319-351-6000** and will be answered by a telephone recorder.
 - (2) **EMERGENCIES: An emergency is a heat outage, an electrical outage, no water, or a sewer back up** (meaning sewage is backed up in the tub or sink). In the event of an emergency, first call the office: [\[Property.PhoneNumber.FullNumber\(\)\]](#). If no answer, call the **Emergency Phone Number: 319-338-0209**. In case of a fire, notify the fire department at **911**.
 - (3) Maintenance companies approved by Landlord will do repairs. Tenants may request in writing authorization from Landlord to have work performed by other contractors prior to damages being found by Landlord. Landlord reserves the right to accept or reject any work performed by contractors. Maintenance charges may include materials, sub-contractor bills, hourly labor charges and cost for incurred for work performed. Nights and weekends may incur additional costs.
 - (4) Once maintenance is requested, the maintenance call/online request is tenant's authorization for entry into the unit. Tenants agree to allow Maintenance to enter their apartment for necessary repairs for apartment turnover with proper notice. Tenants agree to allow a preventative maintenance crew to enter their apartments with proper notice during the spring/summer months in preparation for apartment turnover to repair any damages occurring during the Lease year. Charges associated with these damages must be paid immediately.
 - (5) Prices and material costs are subject to vary. All charges must be paid immediately, or they are added to the account's rent due balance.
 - (6) Tenants should obtain a ball type plunger to plunge toilets.
 - (7) If damage, defacement, alteration, or destruction of property by the Tenant is intentional, the Tenant may be criminally charged with criminal mischief pursuant to Chapter 716 of Iowa Law.
 - (8) **Mailboxes.** Landlord reserves the right to remove the mailboxes for cleaning or repairs. The Post Office requires the names of all occupants to be listed on the exterior of the mailbox.

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Tenant Initials:	X	X	X	X	X	X	X	X
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33. Pest Control for insects is performed at apartments quarterly. Landlord reserves the right to change pest control to monthly, bi-weekly weekly or otherwise with proper notice. Pest Control will enter every apartment around the 20th of the month to treat, including spraying pesticides. If a bug problem exists, Tenant shall promptly notify Landlord and provide a sample of a bug, so Pest Control knows which treatment or chemical to use.

34. Renewals. All lease changes are required to be in writing.

(1) Prior to rental season, Tenants will receive the new rental rates for the coming year and/or they will be posted in the management office. Landlord reserves the right to accept or reject any renewals.

35. Inspections. At the end of the lease, or when the summer tenant signs the next year's lease for an apartment, and when all tenants from the apartment move out, consult the "Cleaning Expectations" info which is emailed prior to the final inspection.

36. Tenants will be notified of final inspection date and time in July and may choose to be present. All dates and times are final and cannot be changed by the Tenants.

(1) Failure to be moved out by the inspection appointment scheduled after the lease expires constitutes holdover and may incur rent for each additional hour plus actual damages.

(2) Tenants can be charged a lock change fee for failure to hand in ALL original keys and additionally requested keys at the inspection. Copies of original keys will not be accepted. The locks will need to be replaced or re-keyed for the security of subsequent tenants.

(3) Tenants shall keep their unit (including kitchen, bath(s), bedroom(s), flooring, etc.) as clean as the condition of the premises permits at all times. Tenants can be charged reasonable costs for general cleaning to restore the unit to its condition at commencement of the lease. All units must be vacant of all belongings at the expiration of the lease.

(4) Tenants must have all utilities (required by lease) on and in Tenant's name at the time of inspection. Utilities must be operable for proper inspection and any necessary cleaning.

(5) The floor coverings are clean at commencement of your tenancy. Tenants shall keep the flooring within the unit as clean as the condition of the premises permits at all times throughout the lease term. At the expiration of the lease, if flooring is not found to be as clean as they possibly can be (ordinary wear & tear excepted), Tenants may be charged reasonable costs for cleaning to restore the flooring in the unit to its clean condition.

(6) Stove drip pans must be completely cleaned and undamaged at the final inspection. Tenants can be charged labor and materials for necessary replacement.

(7) Tenants can be charged for painting, drywall damages, corner bead damages, etc. that exceeds normal wear and tear.

(8) Tenants can be charged for necessary furniture and garbage removal.

>> Appliances and Utilities. (37. thru 44.) **Landlord reserves the right to remove or change appliances as needed or determined.****

37. REFRIGERATOR: If the refrigerator should break down, call maintenance. Please make arrangements with friends/neighbors to store your food.

(1) Whenever the unit's electricity is turned off, make sure the refrigerator door is left open and the breaker switch is turned OFF. Failure to do so may result in ruining the refrigerator, which will be replaced at Tenants cost. Do NOT use any sharp instruments to remove frost and ice from the freezer.

(2) Tenants should keep the refrigerator clean at all times. Uncleanliness and sticky substances cause seals to stick and tear. If the seal tears the compressors that cool the appliance will run indefinitely until they burn out causing the appliance to need replacement or repair. Tenants may be charged for the appliance repair or replacement.

38. LAUNDRY EQUIPMENT (if present) Cleanup after each use (keep dryer lint traps clean). No non machine laundry work shall be done in apartment.

(1) Any machine not working should be reported to maintenance. For the benefit of other tenants please place an "OUT OF ORDER" sign on the machine immediately.

39. DISPOSAL: Do not throw bones, celery, popcorn, rice, gravy, grease, etc., into the garbage disposal or sinks. Make sure the garbage disposal is cleared before running the dishwasher. Before leaving for extended period, turn on disposal and flush two sinks full of water through the running disposal.

40. VENT FANS: Any damage to the unit as a result of Tenants not using proper ventilation (vent fans or windows) in the kitchen or in the bathroom can be charged to the Tenants.

41. Make certain the thermostat is kept above 65 degrees at all times to guard against pipes freezing. **DO NOT TURN YOUR HEAT OFF IN THE WINTER.**

(1) Excess utility charges can be assessed to any apartment found with open windows while the heat is on.

(2) Tenants shall protect pipes to prevent freezing and bursting of the water pipes and keep the faucets closed to prevent waste or flooding of said Premises and shall be responsible for all damages to the Premises and for any loss, damage, or injury occasioned by the neglect or failure to properly look after the water pipes or faucets.

(3) Maintenance may periodically enter apartments with proper notice during the cold months to check heating systems and may turn up heat if necessary.

42. Tenants are responsible for excessive utility costs (dripping faucets, running toilets, open windows, etc.) due to Tenants failure to immediately report maintenance problems.

43. Tenants are obligated to mitigate losses (shutting off water supply, covering broken window, etc.) and calling emergency maintenance until problem is resolved.

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>> **Appliances and Utilities.** (37. thru 44.)

44. Apartment refuse must be in plastic bags and placed inside the dumpster provided. Additional policies on separation of refuse may be implemented as required by City Codes.

(1) Units may be charged Landlords cost for trash left in the laundry rooms, hallways, decks, front lawns, etc.

(2) Disposal of appliances, furniture, tires, wood products, oil, batteries, cardboard, etc. are not allowed in or around the dumpsters. Please take directly to the City landfill.

>> **Rules of Occupancy.** (45. thru 52.)

45. No grilling (charcoal, gas or wood) is allowed on the premises as they pose a fire hazard to the building. No parties or events of any kind are allowed in the common areas. The roof and fire escape are off limits for all activities.

46. All loud noise and boisterous conduct are strictly prohibited at all hours.

(1) Doors, patio doors, and windows must be kept closed, if necessary, to prevent your stereo, TV, etc. noise from penetrating hallways or other apartments.

(2) All social gatherings are to be held within the confines of the apartment so that the stereo and noise does not filter into the halls or any other apartment. No kegs are allowed in any unit or common area.

(3) If the office receives noise complaints regarding an apartment, corrective legal remedies will be pursued as provided by City ordinance or State law.

47. All social gatherings/parties in excess of 10 guests must be registered at the management office at least 24 hours in advance.

(1) Tenants may be assessed a labor cleanup charge for any parties on the premises that are not kept clean.

(2) Tenants may be assessed any fines assessed by the city of Iowa City for a disorderly house, citations for illegal drugs, alcohol, etc. on the Premises.

(3) For safety reasons the maximum number of people in the apartment at one time is fifteen (15).

48. Smoking is prohibited on the Premises anywhere. This includes the entire apartment, balcony, all common areas and garage/courtyard. Please inform visitors of smoking policy.

(1) Tenant found in non-compliance with smoking regulations can be assessed per incident for damages.

(2) Any discoloration or smell due to smoking is considered damage to the property and the costs of remedies may be assessed to the Tenants. Remedies may include, but are not limited to, replacing the flooring and painting of the unit. Landlord may increase the rental deposit to cover the costs of actual damage.

49. Natural evergreen trees and pumpkins are not allowed in the apartments or on balconies for safety reasons.

50. It is recommended for tenants to file a police report for any damage to the Premises, attempts to enter the Premises, or vandalism to the Premises by unknown persons as promptly as possible.

51. No pets are allowed in the building or on the Premises at any time. Tenants may be assessed labor cleanup charges (if applicable) for each violation. Tenants agree to an increase in the rental deposit due to potential damage if found with a pet. Reasonable accommodations accepted.

52. The Landlord reserves the right to adopt additional or revise rules, for the safety, care, and cleanliness of the Premises and for the preserving of good order therein.

>> **House, Duplex & Townhouse Tenants.** (53. Thru 57.)

53. ***** The following provisions apply to lease where a house, duplex or townhouse is rented to one group *****

54. House Tenants are responsible for their own extermination of any insects, rodents, or pests on the Premises throughout the lease term.

55. House Tenants are responsible for shoveling and salting/sanding the sidewalks, driveways (detached dwelling units), and entry into the dwelling unit by 8 AM following each snowfall. Tenants are responsible for unmaintained sidewalks/driveways.

56. Yards must be neat and clear of trash and debris at all times.

57. House Tenants must purchase two 30-gallon trashcans and place at the side of the curb once a week for pickup unless City provided containers are available. Contact the City for your trash collection day. (Townhouses may not apply)

>> **Miscellaneous.** (58. thru 62.)

58. This writing, including any addendum(s) attached, constitutes the entire agreement between the parties with respect to the subject matters; and no statement, representation or promise with reference to this Lease, shall be binding upon either of the parties unless in writing and signed by both Landlord and Tenants. All Tenants must sign this Lease.

59. Words and phrases herein shall be construed as in the single or plural number, and as masculine, feminine, or neuter gender.

(1) The invalidity or unenforceability of any provision hereof shall not affect or impair any other provision in the Lease agreement.

(2) If any lease provisions are found to be inconsistent with 562A, the law shall supersede the terms of this lease.

(3) All addendums hereto are by this reference incorporated in this Lease and made a part hereof.

60. Tenants grant permission to Landlord to release their phone number to incoming or outgoing Tenants for general questions.

(1) Tenants agree all information regarding the lease may be shared with the parent/guardian or emergency contact listed on the Tenant information sheet.

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>> Miscellaneous. (58. thru 62.)

61. Tenants must obtain and secure liability insurance for costs and damages caused by Tenants and their guests, including theft, fire, vandalism, water damage. Tenants may purchase their own insurance or use existing coverage from parents, etc. Landlord must be added as additional interest and be provided notice of cancellation. Tenants shall obtain coverage of \$100,000.00. Upon Landlords request Tenants shall provide proof of Liability Insurance.

** If Renters insurance exceeds 1.5% of the monthly total rent cost, please provide written documentation to Landlord supporting this.**

62. Tenant agrees that any damage sustained to the property of the Landlord by fire caused by negligence, carelessness or willful act or omission of the Tenant or guests are the responsibility of the Tenant.

(1) The Landlord or its insurer may file a claim or lawsuit against the Tenant to recover the cost to repair or replace the damaged property, including any loss of rents or damages to the property of other tenants, arising from the act or omission of the Tenant.

63. TENANTS AGREE TO BE JOINTLY AND SEVERALLY LIABLE FOR RENT, FEES, CHARGES AND ALL OTHER OBLIGATIONS UNDER THIS LEASE.

64. Tenants understand there are 12 equal rent payment installments due during the terms of this lease for a total of \$[MarketRent("08/01/2024")*(12)] rent and [Property.UserDefinedField("Lease Total # of days: 24-25 only")] days, no proration.

65. Tenants represent and warrant that as of the date of signing this Lease that all tenants have reached their majority age and are legally competent to enter into this Lease. Tenants younger than 18 years of age must have a guarantor sign the lease.

66. **** This agreement is a legally binding contract and may not be terminated once it is signed. All Tenants living in the dwelling unit must be signed on the lease. ****

67. **** This lease becomes effective and binding as soon as it is signed for each person who signs it, even if prospective or intended co-tenants do not sign. ****

Tenant Signature		Tenant Signature	
Print Name		Print Name	
Print Email		Print Email	
Print Phone #		Print Phone #	

Tenant Signature		Tenant Signature	
Print Name		Print Name	
Print Email		Print Email	
Print Phone #		Print Phone #	

Tenant Signature		Tenant Signature	
Print Name		Print Name	
Print Email		Print Email	
Print Phone #		Print Phone #	

Tenant Signature		Tenant Signature	
Print Name		Print Name	
Print Email		Print Email	
Print Phone #		Print Phone #	

Landlord Signature		Date Signed	
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Tenant Initials:	X	X	X	X	X	X	X	X
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1. **Unit Address:** [Name()] [Address.Street1(0)] Unit # [Address.Street2(0)] - [Address.CityStatePostalCode(0)]

2. **City Website.** The website for the City of Iowa City is www.icgov.org and provides extensive information about the City of Iowa City and its services. To access information concerning the Department of Housing and Inspection Services, including the Rental Housing Inspection Division, visit www.icgov.org/housing. To access the City Code, visit www.icgov.org/CityCode.

3. **Occupancy.** The number of occupants/tenants is limited by the number of off-street parking and floor area. Please contact Senior Housing Inspector at 356-5135 for more information on the maximum occupancy of this rental unit. The undersigned acknowledge that they are responsible for complying with the maximum occupancy limits prescribed by the City Code and that violation of the maximum occupancy limits can result in a fine to the owner, operator, and/or tenant. Nothing in this document prevents an owner or operator from limiting the number of tenants in a dwelling unit to less than the maximum allowable occupancy permitted by the City Code.

4. **Tenants.** The names of the tenants, including those under 18 years of age, who may occupy this unit: [Print Names of all Tenants and Occupants]

5. **Sleeping Rooms.** Basements, attics, and other rooms cannot be used as sleeping rooms if they do not comply with requirements for windows, exits, square footage, and other Housing Code requirements. [Property.UserDefinedField("IowaCity D&A Form: Basement/Attic")]

6. **Trash/Recycling.** Complete this only if this unit has four (4) dwelling units or less. Trash and recycling pickup for this unit is **Daily, Dumpster Provided at most locations.** Please see the City of Iowa City Garbage Pick-up Schedule available online at the following link <https://www.icgov.org/city-government/departments-and-divisions/resource-management> (day of the week). City Code section 16-3H-9D provides that garbage receptacles can be brought to the curb after 3 p.m. the day before pickup and must be brought back to the property on the same day as collection. City Code section 16-3H-8 provides that owners shall supply approved containers and covers. Each unit can place up to two 35-gallon containers for pickup, and the containers must be stored (when not at the curb for collection) at an approved location (sideyard or backyard). Additional garbage or oversized garbage can be picked up for an additional charge. Contact 356-5180 for specifics on those charges. A City supplied recycling container or other approved container shall be used for recycling. Recycling information is available online at www.icgov.org/recycling. Curbside composting of organic material (food waste and yard waste) is available. To learn more about these services, view www.icgov.org/foodwaste or call 356-5180.

7. **Parking.** We acknowledge that we cannot park on the grass or across the public sidewalk and that the Landlord provides off-street paved parking spaces or other parking areas as approved by the City. **Parking for Purchase in April each year for the upcoming Lease Year ~ Parking By Permit Only.**

8. **Noise/Disorderly House.** It is a simple misdemeanor (punishable with a fine of \$65 to \$625 plus surcharge and court costs) to keep a "disorderly house." Under Iowa City Code section 8-5-5, a "disorderly house" is: No person shall permit or suffer to continue, without taking legal steps to prevent the same, any quarreling, fight, disorderly conduct, or other conduct or condition that threatens injury to person or damage, or loud, raucous, disagreeable noises to the disturbance of the neighborhood, or to the disturbance of the general public upon a premises owned by the person or in the person's possession. For purposes of this Section, "to the disturbance of the general public" includes the disturbance of persons beyond the subject premises and/or to the disturbance of person upon public places, including peace officers.

9. **Snow and Grass.** City Code section 16-1A-8A provides that snow must be removed within 24 hours of a 1-inch snowfall and section 6-3-2 provides that lawns/grass/weeds cannot exceed 10 inches in height. Regardless of the agreement between the landlord and the tenant, the City Code provides that the City may hold the owner, operator, or tenant ultimately responsible, and violation of either section noted above can result in a fine of \$250.00 for the first violation and/or the City mowing the grass/shoveling the snow and assessing the cost of doing so to the property owner. Pursuant to the lease, we acknowledge that the [Property.UserDefinedField("IowaCity D&A Form: Snow/Mow")].

10. **Neighborhood Services Coordinator.** Iowa City has a neighborhood services coordinator. For more information, call 356-5237 or visit www.icgov.org/neighborhoodservices.

11. **State Law.** The Iowa Uniform Residential Landlord and Tenant Act (Iowa Code Chapter 562A) can be found at the Iowa City Public Library and can be found at www.legis.iowa.gov.

12. **Rental Deposits.** The Iowa law on rental deposits can be found at Section 562A.12 of the Iowa Code. The landlord has the right to withhold from the rental deposit (also called the security deposit) such amounts as are reasonably necessary to restore the premises to the condition at the commencement of the tenancy, ordinary wear and tear excepted. The tenants need to provide the landlord with the tenant's mailing address or delivery instructions for return of the rental deposit. Additional information related to leases, move-in, move-out, and checklist may be found at <http://web.offcampuspartners.com/116/resource/iowa/?p=tenant>

13. **Floodplain.** A floodplain map is available to show whether this rental unit is in a floodplain. To access the map, go to http://bit.ly/2CTwFnE_FloodplainRentals We, the undersigned, have read the Informational Disclosure and Acknowledgment form and completed the blanks to the best of our knowledge.

Landlord: _____ Date: _____

Date & Signature(s) of Tenant(s)	Date & Signature(s) of Tenant(s)	Date & Signature(s) of Tenant(s)

****Note** All tenants, except minor children of tenants, must sign this form even if they have an oral rental agreement.** informational disclosure10-18.doc

Tenant Initials: X X X X X X X X X

2023-2024 to 2024-2025 { place an (X) for the one that applies }

Date: [System.Date()]

Unit: [Name()]

{ }DEPOSIT TRANSFER { }RE-SIGN ADDENDUM { }DAMAGE ONLY

NOTE: ALL CURRENT YEAR TENANTS WHO ARE NOT RE-SIGNING NEW LEASE MUST SIGN TO TRANSFER THE DEPOSIT!

As of the [System.Date("dd")] day of [System.Date("mmmm")] 20 [System.Date("yy")]

the security deposit in the amount of \$[Tenant.SecurityDepositHeld()]

for [Address.Street1()] # [Address.Street2()] [Address.CityStatePostalCode()] is being transferred:

() { place an (X) for the one that applies }

From the Original Deposit Holder	Print Name of Original DH	Signature
To the New Deposit Holder	Print Name New DH	Signature

() ***** OR *****

The Original Deposit Holder will remain the same for the New Lease Term	Print Name of Original DH	Signature
--	---------------------------	-----------

() ***** OR *****

Damage Only 1 (+) Original Tenant stays with new Roommates and new Deposit paid.	Print Name of Deposit Holder, the DH must be an Original Tenant(s)	Signature
--	--	-----------

- This deposit transfer is recognized by ALL the original tenants and by ALL the new/stay tenants, whose signatures appear below. Damages existing in the apartment/house transfer with the deposit. If damages exist, it is the tenant's responsibility to request the repairs and/or assessment of those damages. If the new tenants are billed for those damages, it is up to the new deposit holder/tenants to collect any money owed for such damage from the original tenants.
- The cleaning and condition of the unit, when resigning, is strictly between the original and new tenants. The only point at which the Landlord will clean a unit is during regular turnover, after 100% change in occupancy has occurred.
- Key exchange, cleaning/preparing the unit for new tenants, damages, and account balance are all tenant responsibility.
- All tenants have agreed to the following arrangements outlined on the back of this form.

Signatures Required for ALL 2023-2024 ORIGINAL and ALL 2024-2025 NEW/STAY Tenants.

Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025	Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025
Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025	Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025
Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025	Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025
Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025	Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025
Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025	Tenant Signature	Print Name & Select Lease Yr	<input type="checkbox"/> 2023-2024 <input type="checkbox"/> 2024-2025
Landlord Signature			Date		

Tenant Initials: X X X X X X X X

2023-2024 to 2024-2025

Date: [System.Date()] Unit: [Name()]

NOTE: ALL CURRENT YEAR TENANTS WHO ARE NOT RE-SIGNING NEW LEASE MUST SIGN TO TRANSFER THE DEPOSIT!

{ place an { X } for the one that applies }

Tenant's { }DEPOSIT TRANSFER { }RE-SIGN ADDENDUM { }DAMAGE ONLY

Tenant's Deposit Plan to be filled out by the Tenants of [Address.Street1()] # [Address.Street2()] [Address.CityStatePostalCode()]

Utilities-Who will be setting up utilities in their name and when?

Cleaning of Unit: Who will be cleaning unit or portion of unit for new tenant's move in?

Key Exchange: Who will be exchanging keys and when ?

Damages: If damages have occurred in the unit who will be covering the expense?

Account Balance: Who will be taking care of an account balance and how ?

Date Completed:

Tenant Initials: X X X X X X X X

[Property.BillingName1()] UNIT CODE: [Name()]

Office hours: (may vary) 1:00pm-4:00pm Monday - Friday

ONLINE PAYMENT available 24/7 - After hours, rent drop box is located next to the front entrance of the office.

Mail rent checks to: [Property.UserDefinedField("Partnership LLC (lease)")] • [Property.UserDefinedField("Manager Address")] •

• Email: [Property.Email()] • Phone: [Property.PhoneNumber.FullNumber()] •

NEW TENANT LEASE INFORMATION 2024-2025

YOUR NEW MAILING ADDRESS

UNIT CODE: [Name()]

[Address.Street1()] Unit [Address.Street2()] - [Address.CityStatePostalCode()]

TERMS OF LEASE

2024-2025

LEASE START:

LEASE END:

[Property.UserDefinedField("Lease Start: 2024")]

[Property.UserDefinedField("Lease End: 2025")]

KEY PICK-UP

Keys should be picked-up on the start date of your lease at the office.

- Office Hours: Monday–Saturday: As posted on website (Hours are subject to change/ email notifications may be sent)
(Leases beginning on Saturday or Sunday, please contact the office Friday prior to verify office hours.) (Review the signed lease for further details)
- Tenants must provide Receipts for ALL Utility Hook-ups, on or before the lease start to pick up keys !
- One Tenant signed on the lease may pick up keys for the entire apartment.
- The office requires written authorization to allow a friend or family member to pick up keys. ID Required!
- Parking for Purchase in April each year prior to lease start date. ~ Parking By Permit Only. Visitor parking not provided.

RENT

MONTHLY RENT: \$[MarketRent("8/01/2024")]

MEMO LINE, PLEASE WRITE: [Name()]

Make Checks Payable to: [Property.UserDefinedField("Partnership LLC (lease)")] - [Property.BillingName1()]

Please include the Address and Unit # on all payments

**** ALL RENT PAYMENT INSTALLMENTS ARE DUE BY OR ON THE 1ST OF EACH MONTH IN THE FORM OF "ONLINE PAYMENT". ****

[Account Set-Up completed by Tenant prior to 1st payment | Tenants may request special exception to pay in another form]

- Rent is due no later than the 1st of each month, even if the 1st is on a holiday or weekend.
- Late Fees for leases where rent is not more than \$700 per month, the late fee will be \$12 per day not to exceed \$60 per month.
- Late Fees for leases where rent is more than \$700 per month, late fees will be \$20 per day, not to exceed \$100 per month.
- Online Payment is simple to and allows each tenant a secure way to pay rent separately every month.

UTILITIES

UTILITIES PAID BY TENANT: [Property.UserDefinedField("Utilities Paid by Tenant:")]

landlord recommends to contact regarding utilities 1 month in advance to schedule hookups for your lease start date, to avoid service interruptions or emergency hook up costs from the utility company. Some locations require more than one Elec/Gas/Water meter to be set up in the tenant names, please check your lease for verification. Tenants MUST bring proof of ALL Utility Hook-Ups to the Office in order to finalize the keys pick up process.

MidAmerican Energy www.midamericanenergy.com (electricity & (gas where applicable) 1-888-427-5632

Iowa City Utilities (water/sewer where applicable)
<https://selfservice.iowa-city.org/css/citizens/UtilityBilling/Default.aspx>

NOTE: Water deposit is required by Iowa City at time of hook up. – You MUST bring proof of payment to the Office in order to finalize the keys pick up process.

319-356-5066

ImOn www.ImOn.net (Internet {or} Wi-Fi)
Customer Care: 319-261-4610 or 319-298-6484

IMON Internet or Wi-Fi may or may not be included
*Does not include installation fee, equipment purchase, applicable taxes, and surcharges

To upgrade service see link go.ImOn.net/UpgradeWithImOn or contact Brian 319-775-3120

ImOn Communications – 535 Olympic Ct – Iowa City, Iowa 52240

[Property.UserDefinedField("ImOn - Internet Info (new 21-22)")]

Brian.McDonnell@ImOn.net

IOWA CITY MAINTENANCE:

Online Service Requests can be made at:

[\[Property.UserDefinedField\("Website"\)\]](#)

The Direct link for submissions of Online Service Request can be found on the home page of our website - once on the website: home page; click on the blue icon "ICM Online Service Request" then follow the remaining steps as indicated.

Tenants may print for their own records.

↓ **Emergency Maintenance:** ↓

- (An Emergency is classified as a Heat Outage, Major water break, electrical outage, and major sewer back-up)
- During office hours - Please contact the office! [Property.PhoneNumber.FullNumber()]
- After office hours Answering Service 319-338-0209

Tenant Initials: X X X X X X X X X

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

All Tenants(s) understand & agree to the following:

The lease for [Address.Street1()] # [Address.Street2()] Iowa City, IA [Address.PostalCode()] is a

[UnitType.Bedrooms()] bedroom apartment. As of today, there are only _____

signatures of the _____ people that will live in the unit. The tenant(s) that are now signed onto

the lease understand by signing below that they are responsible for the entire monthly rent rate of

[\$[MarketRent("8/1/2024")]] until the other tenant(s) are signed onto the lease.

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

[Property.BillingName1 ()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

RE: Notice of Restaurant/Bar/Nightclub

The tenants of **Address:**[\[Address.Street1\(\)\] # \[Address.Street2\(\)\] Iowa City, IA \[Address.PostalCode\(\)\]](#),
for the lease starting [\[Property.UserDefinedField\("Lease Start: 2023"\)\]](#) and ending
[\[Property.UserDefinedField\("Lease End: 2024"\)\]](#), understand that a Restaurant/Bar or Nightclub
may occupy the commercial space on the first floor of the mixed use building in downtown
Iowa City at any given time during the lease term stated above.

Furthermore, the tenants have been informed and agree to live in this space for the duration
of the lease with the understanding that a Restaurant/Bar or Nightclub may occupy and
would be their downstairs neighbor.

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()]

Unit code: _____ [Name()]

CONCRETE & CONCRETE SUB-FLOOR ADDENDUM

The following locations will have some finished polished concrete or finished surface concrete sub-floor in the apartments. Some apartments will have a mixture of flooring including carpet, oak laminates, polished concrete & linoleum:

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

Tenants understand that they will need to supply their own carpet remnants for the apartments in these buildings. It is recommended that tenants purchase carpet remnants to reduce noise and provide a contemporary feel. Tenants may not install additional flooring without written consent from [Property.ManagerName()]. Any type of flooring affixed to the concrete or concrete sub-flooring is strictly prohibited.

Concrete floors are polished or cleaned upon turnover of occupancy each year. Tenants are responsible for any damages (scraping, gauging, excessive cracking, etc) to the flooring during the lease term. Please use precautions to avoid damages to the floors. We recommend, but not limited to purchasing furniture pads, area rugs, etc.

By signing below, tenants agree to the terms of this addendum:

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose Health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant Women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(A) Presence of lead-based paint and/or lead-based paint hazards (check (1) or (2) below):

- (1) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain). _____
- (2) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(B) Records and reports available to the lessor (check (1) or (2) below):

- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below). _____
- (2) Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(C) Lessee has received copies of all information listed above.			<i>Lessee/Tenant(s) Initial below</i>
(D) Lessee has received the pamphlet Protect Your Family from Lead in your Home.			
(C)&(D)	(C)&(D)	(C)&(D)	(C)&(D)
(C)&(D)	(C)&(D)	(C)&(D)	(C)&(D)

Agent's Acknowledgment (initial)

Landlords Initial below

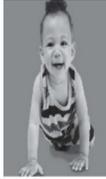
(E) Agent has informed the lessee/tenant of the landlord/lessor's obligations under 42 U.S.C. 852d and is aware of his/her responsibility to ensure compliance.	(E)
---	-----

Certification of Accuracy - The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Lessor (Landlord)	
Date	



Protect Your Family From Lead in Your Home



September 2013

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium.
- Remove shoes or wipe soil off shoes before entering your house.

1

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

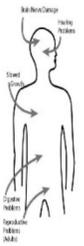
2

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

3

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

4

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm²) or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in dried paint in excess of 90 parts per million (ppm) by weight.

5

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. Lead-based paint may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot (µg/ft²) and higher for floors, including carpeted floors
- 250 µg/ft² and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

6

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples

- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A **combination inspection and risk assessment** tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



7

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor

- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Lab tests of paint samples

Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call 1-800-424-LEAD (5323) for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

8

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can temporarily reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
 - You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
 - To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.
- Always use a certified contractor who is trained to address lead hazards safely.**
- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
 - To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area must be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

While paint, dust, and soil are the most common sources of lead, other lead sources also exist:

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- Call your local health department or water supplier to find out about testing your water, or visit epa.gov/lead for EPA's lead in drinking water information.
- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- **Food and liquids** cooked or stored in **lead crystal or lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as **"greta"** and **"sarsaparil,"** used to treat an upset stomach.

⁴ In 1976, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (16 CFR 448.68).

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call 1-800-424-LEAD (5323).

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call 1-800-426-4791, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call 1-800-638-2772, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at 1-800-424-LEAD.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 West Office Square, Suite 10A, 02516-4
Boston, MA 02109-0102
(888) 374-7341

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 60 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1605 Ross Avenue, 12th Floor
Dallas, TX 75202-3070
(214) 465-2304

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2990 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08839-3979
(732) 521-6671

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Remmer Blvd.
Kansas City, MO 64125-1
(866) 228-6463

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1550 Arch Street
Philadelphia, PA 19103
(215) 614-2088

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1935 Wynnton St.
Denver, CO 80202
(303) 912-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMAA-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 949-4300

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
5404 Rhode & Taft St., (KCM-120)
1200 South Avenue, Suite 300
Seattle, WA 98101
(206) 559-2000

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DPA-6)
77 West Jackson Boulevard
Chicago, IL 60604-0605
(312) 486-9636

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

Address: { X } [Property.ShortName()] - [Address.Street1()] Unit
[Address.Street2()]

Disclosure Addendum for basement/cellar level unit

Tenant acknowledges that they are renting the unit as shown in the floor plan attached.
Tenant has seen the exact unit in person. This disclosure informs the tenant of the following:

- Floorplan is a basement/cellar level unit.
- May be difficult to move certain types of furniture in due to lower level entry.
- It is highly recommended tenant run a dehumidifier, because basement units can have additional moisture at times.
- The tenant(s) signing onto this lease understand the information in this disclosure and accept this addendum as part of the lease agreement.
- Lease terms: [\[Property.UserDefinedField\("Lease Start: 2023"\)\]](#) thru [\[Property.UserDefinedField\("Lease End: 2024"\)\]](#)

Tenant Signature <small>Print & Date</small>	Tenant Signature <small>Print & Date</small>
Tenant Signature <small>Print & Date</small>	Tenant Signature <small>Print & Date</small>
Tenant Signature <small>Print & Date</small>	Tenant Signature <small>Print & Date</small>
Tenant Signature <small>Print & Date</small>	Tenant Signature <small>Print & Date</small>

Landlord	Date
-----------------	-------------

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

All Tenants(s) understand & agree to the following:

The lease for [Address.Street1()] Unit # [Address.Street2()] Iowa City, IA [Address.PostalCode()]

is a [UnitType.Bedrooms()] bedroom apartment. As of today, all parties to the lease agree, this unit is

being rented as a [UnitType.Bedrooms()] bedroom apartment at a per person rate as shown below.

One (1) Person Rate = [\$[MarketRent("8/1/2023")] (delete line if it does not apply)

Two (2) Person Rate = [\$[MarketRent("8/1/2023")] (delete line if it does not apply)

Three (3) Person Rate = [\$[MarketRent("8/1/2023")] (delete line if it does not apply)

Four (4) Person Rate = [\$[MarketRent("8/1/2023")] (delete line if it does not apply)

Five (5) Person Rate = [\$[MarketRent("8/1/2023")] (delete line if it does not apply)

(delete # below if it does not apply)

The Tenants may add a 2nd 3rd 4th 5th roommate on the lease by signing all required lease modification

documents with the property management company. When a 2nd 3rd 4th 5th roommate is added onto the

lease, all parties to the lease understand the security deposit will increase to [\$[MarketRent("8/1/2023")]

and the monthly rent will increase to [\$[MarketRent("8/1/2023")] per month.

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

Tenant Initials: X X X X X X X X

Ai ONLY

Addendum's

Past This

Point!!

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

ACKNOWLEDGEMENT OF PARKING RESTRICTION ADDENDUM

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

Tenant(s) acknowledge and understand that this buildings parking is restricted to specific areas.

Tenants agree to not park in the Kennedy, Cruise, Frey and Gelner Law Office parking lot located to the east of the apartment building.

No parking in the parking lot to the east of the alley.

By signing below, tenants agree to the terms and conditions of this addendum:

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

[Property.BillingName1()]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: _____ [System.Date()] Unit code: _____ [Name()]

ADDENDUM TO HERITAGE MANOR LEASE

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

Tenant(s) acknowledges and understands that this building, 400 S Dubuque Street, is designated by the Landlord as a "quiet house." By signing a Rental Agreement for an apartment in this building, the Tenant(s) agrees to the following terms and conditions of occupancy of the apartment building:

- Noise, especially that from sound and reproduction equipment (stereo systems, home theater systems, boom boxes, etc.), televisions, and other amplified sound systems shall not be allowed at a level such that the sound escapes from the apartment into adjoining apartments or common areas.
- No parties are allowed where, after 9:00 p.m., the sound of partygoers escapes from the apartment into the other apartments or common areas.
- No activities shall be conducted in the hallways or common areas which result in sound or odors penetrating apartments within the building.
- The restricted entry system at the entry of the building shall not be defeated or overridden by any means, including, but not limited to, propping the doors open, giving keys to non-residents, or admitting unknown persons.
- This building is a non-smoking building and no one, either Tenant(s) or guests, shall smoke any tobacco product or other substance within the building. Tenant(s) and guests shall not smoke outside the entrances to the buildings in a manner which requires other Tenants or guests to walk through secondhand smoke to enter or exit the building.

Tenant(s) agrees and acknowledges that these are material conditions of the Rental Agreement and that non-compliance with these provisions are grounds for the Landlord to serve a notice on Tenant pursuant to Section 562A.27(1) of the Code of Iowa for Material Non-Compliance by Tenant with the Rental Agreement. The determination of the Rental Agreement, if the material non-compliance is not remedied or reoccurs; but that such termination may not relieve the Tenant of liability for payment of rent for the apartment.

Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date
Tenant Signature Print & Date	Tenant Signature Print & Date

Landlord	Date
-----------------	-------------

[Property.BillingName1 ()]

[Property.UserDefinedField("Partnership LLC (lease)")]

[Property.UserDefinedField("Manager Address")] Phone: [Property.PhoneNumber.FullNumber()]

Date Lease Signed: [System.Date()] Unit code: [Name()]

To: All Tenants of Iowa-Illinois Manor Re: Notice required by Iowa Code 562A.13 (6)

Dear Resident,

{ X } [Property.ShortName()] - [Address.Street1()] Unit [Address.Street2()]

This letter is to notify you that the property on which Iowa-Illinois Manor sets is listed in the Comprehensive Environmental Response Compensation and Liability Information System maintained by the United States Environmental Protection Agency. A Consent Decree for the property was entered November 26, 2008, which includes access rights and institutional controls.

If you have any questions concerning this notice, please feel free to contact the Environmental Protection Agency at the following address and telephone number reference the Iowa City FMGP site.

Community Involvement Coordinator
Office of Public Affairs
U.S. EPA, Region 7
901 N 5th Street
Kansas City, Kansas 66101
(913) 551-7003
Toll-free 1-800-223-0425

This disclosure is required by the recently enacted Iowa Code section 562A.13 (6)

Sincerely,

Apartments at Iowa Property Management

CC: Tenant File

Table with 2 columns: Tenant Signature (Print & Date) and Tenant Signature (Print & Date). It contains four rows for tenant signatures.

Table with 2 columns: Landlord and Date.