

Welcome

CLB

Property Management

Tenant Handbook

CLB Property Management Division
1134 W Granada Blvd Ormond Beach, FL. 32174
(386) 236-0746
www.RentDaytonaOnline.com

Greetings and welcome to CLB Property Management

We are delighted to have you as a valued tenant, and we strive to ensure that your experience with CLB Property Management Division is nothing short of delightful. In addition to your Lease agreement, we present to you this Tenant Handbook, a comprehensive reference guide. Within its pages, you will find valuable information aimed at enhancing your tenancy experience. The Tenant Handbook is designed to outline our responsibility to you and your responsibilities to us and your home. We firmly believe that by familiarizing yourself with our policies and procedures, we can more effectively meet your needs as a tenant.

Contact Information:

info@RentDaytonaOnline.com

After-Hour Maintenance Number: (386) 236-0746

Office Location: 1134 W Granada Blvd Ormond Beach, FL. 32174

Office Hours:

Monday - Friday

9:00am - 5:00pm

Closed on Holidays



WHEN YOU FIRST MOVE-IN

When you first move-in, locate the breaker box and note the location of the Ground Fault Interrupt (GFI) breaker and the breakers for the stove/oven, water heater and air conditioning/heating system.

Locating the Water Shut-Off for Your Home

The water shut-off valve is usually located in the front yard near the sidewalk or road and sometimes in a flowerbed around the perimeter of the home. Also locate the water shut offs for the hot water heater(s), toilet(s) and sink(s). Locating these items now may prevent or minimize water damage later.

GENERAL RULES AND REGULATIONS

This Tenant Handbook is part of your Lease.

The Home You have rented a home, so please care for it as your own. During the term of your Lease, you are responsible for the home and the yard. Your obligations are similar to those of the owner and you are expected to care for, and maintain, the premises accordingly.

Rental Payments

All rents are due and payable, in advance, on the first calendar day of each month (regardless of holidays and weekends).



Please WRITE YOUR ADDRESS on your payments to ensure proper credit. When mailing your payment, be sure to allow enough days for the postal service to ensure that your payment is received on time. Rent payments are posted as of the date they are received, regardless of the check date, purchase date or postmark.

Rents remaining unpaid after 5:00pm on the 1st calendar day of the month will be recorded as late and are subject to additional fees, per your Lease. All late rents must be paid in certified funds and all applicable late fees must be included with the payment. No personal checks will be accepted after 5:00pm on the 1st calendar day of the month.

Should rents remain unpaid on the 2nd calendar day of the month, additional charges and fees may be incurred, in addition to late fees assessed, including legal and collection fees incurred through efforts to collect the rents due.

CLB Property Management Property Management Division reserves the right to refuse third party checks.

Returned Checks

Payments returned NSF will incur a minimum NSF fee of \$35.00 in addition to applicable late fees. Reimbursement of NSF payments must be paid in certified funds within 24 hours of notification or legal action may be taken without further notice.

Contact Information

All tenants are required to have telephone and e-mail accessibility. Tenants are to provide CLB Property Management Property Management Division with a valid e-mail address, as well as valid home, cell and work phone numbers. Please be sure to notify us when you change any of your contact information.



60-Day Written Notice - Non-Renewal of Lease

Should you decide that you do not wish to renew your Lease, you must provide written notice sixty (60) days before your Lease expiration date. Notices must be delivered to CLB Property Management Division through personal delivery at our office address, the United States Postal Service at our mailing address, or by electronic mail and must include the property address, your Lease expiration date and your move-out date. Any change to your initial written notice (ie: Change of Move date) needs to be re-submitted in writing to assure we are able to accommodate the change.

Locks and Keys

You have been provided with keys and entry devices and/or codes for your home. If additional mailbox keys are needed, they may be obtained from the local Post Office or HOA. Please note that copy of your Lease may be required to provide proof of residence.

Alterations or replacement of locks or keys and any installation of additional bolts, knockers, mirrors or other attachments to the interior or exterior entryway(s) require the written approval of CLB Property Management Property Management Division.

All keys and entry devices must be returned to the CLB Property Management Division upon vacating the premises. If Locked out during business hours you may pick up a key, if after hours you can call a locksmith at your own expense.

Access to Premises

CLB Property Management Property Management may access the premises as provided in your Lease and may change or re-key the locks any time access is unreasonably or unlawfully denied. The cost of replacement locks and keys, plus any additional service charges incurred, are the responsibility of the Tenant.

Trash and Recycling

All trash and recyclable materials must be placed in appropriate containers and stored out of view from the front of the house, except on pick-up days. CLB Property Management Property Management Division does not provide trash receptacles and/or containers. Unless otherwise provided in your lease, you are required to make arrangements to have trash and recycling picked up weekly.



Condominium/Homeowner Associations

In the event the rental premises are subject to a condo or homeowner association's governance, you are responsible for obtaining a current copy of the condo or homeowner association's restrictive covenants or declaration and rules and to abide by the same. In addition, should your lease be subject to the approval of the condo or homeowner's association, you agree to pay for any application fees required to obtain such approval.

Should CLB Property Management Property Management Division or the property owner receive notification from any lawfully governing Association of any violation of the rules, regulations, restrictions, covenants, and/or declarations, the cause of which are the result of your failure to maintain your home properly or for any other notice of violation, the cause of which is directly attributable to you, your guest or invitees, you agree that you are directly responsible for the cost of the curing of any violation, including applicable legal and attorney fees, court costs, any fees, fines, penalties, the cost of travel and other incidentals such as photos, film, videotape, etc. or other costs that may be incurred by CLB Property Management Property Management Division.

Disturbances, Noise and Nuisance

All tenants and guests are expected to conduct themselves in a way that will not offend or disturb the neighbors or passerby. Any activity that causes extreme or excessive noise, traffic or disturbance of any kind may be cause for eviction. This includes loud, offensive music, vulgar or profane language, gathering in the driveway or front of the home drinking alcoholic beverages, etc. If music or other sound can be heard outside the perimeter of the premises leased, it is considered too loud.

Move-in Condition

Your home is a Portfolio Property and not owned by CLB Property Management Division. We make every effort to ensure that your home is clean and that all items are in good working order prior to your move-in.

Please make sure you go through the home thoroughly and test all mechanical items to assure they are functioning properly. Please report any maintenance issues within the first three (3) days of possession.



Periodic Property Inspections

CLB Property Management Division will conduct periodic inspections of the premises to note its condition. You will be notified of deficiencies, if any, that is the tenants' responsibility and will be instructed to correct the deficiency in a timely manner. Failure to correct deficiencies could be considered a breach of the lease and grounds of termination.

Parking/Vehicles

All vehicles shall be parked in assigned areas (garages, parking lots, driveways, parking pads, etc.) or curbside on public streets where allowed by controlling ordinances. Parking on the grass, sidewalks and any other areas not specifically designated for parking is strictly prohibited. All vehicles must be registered, licensed and operable at all times. No vehicle repair is allowed at anytime. No oil/fluid stains are permitted on the garage floor, driveway, walkways or any other area on the property. If your vehicle leaks oil or fluids, place a protective covering or pan under the vehicle to catch leaks.

Guests

Only those persons listed on the rental application have permission to occupy the premises. A reasonable number of guests may occupy the premises without prior written consent if their stay is limited to 72 hours. Written consent is required for guests staying more than 72 hours. All portions of this agreement also apply to your guests. You are responsible for the behavior of any and all guests.

Emergencies

An emergency exists when danger is present or major property damage has occurred or is about to occur, such as fire, flood, major electrical issues, or major leaks.

If your emergency consists of fire or similar emergency, please call 911 before calling CLB Property Management Property Management.



Emergencies

If there is a major water leak, immediately turn off the water supply to the premises. If there is a gas (natural, LP, propane, etc) leak, immediately turn off the gas supply valve and contact the gas company that provides service to your location. If the problem is electrical, turn off the breaker(s) serving that area until the service provider arrives.

To report an emergency, please call 911.

An HVAC (A/C) system failure does not constitute an emergency.

Non-emergency maintenance requests need to be submitted through the Tenant Portal. See Emergency/Disaster Procedures for additional procedures.

Insurance

It is strongly urged that you obtain a renter's insurance policy. Tenant should understand that the Home Owner's property insurance does not cover your personal property or protect you from loss or liability.

Pets

No pets, animals, snakes or birds, etc. of any kind are allowed on the premises, regardless of whether such pet or animal is owned by tenant or guest, unless you have specific written permission from CLB Property Management Property Management Division in the lease (a pet addendum).

Should CLB Property Management Property Management Division find that a pet is being or has been kept on the premises without the required permission and pet addendum, a pet fee of \$625 per pet will immediately be assessed. In addition, the non-compliance may be considered grounds for termination of your lease.

As a tenant, you are responsible for your animal at ALL times. Having a pet is a privilege and permission to have the pet on the premises may be revoked at any time without terminating your lease agreement.



Smoke Detectors

Check to be sure the smoke detectors are operational upon move-in. Please check the battery regularly and replace the battery as soon as it begins to lose charge. Disabling a smoke detector is a violation of your lease and the law.

DO NOT DISABLE THE SMOKE DETECTOR AT ANY TIME.

Security/Alarm/Video/Television/Satellite Dish

Please make no additional or auxiliary security/alarm/video/telecommunication or satellite dish installation at the property without prior written permission. Requests for authorization must include the specific location of the installation and name of the service provider. The security/alarm code is to be provided to CLB Property Management Property Management Division within 48 hours of the activation of the system.

IN AND AROUND THE HOME

Circuit Breakers

Circuit breakers move slightly when tripped. It may appear to be ON when it has "popped" or "tripped". The Ground Fault Interrupt (GFI) breaker or switch detects even slight voltage changes and cuts the power during fluctuations. They are usually located where a water source may be present, such as bathrooms, kitchens, exterior plugs and garages.

If you lose power to a plug near a water source, it is usually the GFI circuit. Most GFIs located at the breaker box are marked with a red or yellow button. Many houses have the GFI at the top plug outlet. There may be more than one GFI plug in the house. If these "pop" or "trip", reset them.

Pest Control

Please report a pest problem within your first 3 days of possession. If not reported in writing, it is agreed that the premises have no infestation of any kind. Any future infestation of any kind, less termites, is considered tenant responsibility.

Tenant is responsible for reporting any suspected or known insect infestation. CLB Property Management Property Management Division assumes no responsibility for the control of roaches, mice, rats, ants, fleas or other pests. Tenant will be charged for any damage caused by uncontrolled pests.



Painting, Decorating, Etc.

If you wish to change the décor in any way, please put your proposal in writing and submit it to CLB Property Management Property Management Division along with a sample of the paint/wallpaper or drawing of the proposed work (e.g., adding a fence). If approved, you will receive written confirmation.

All work tasks must be done by a licensed and insured vendor and the vendor must provide copies of their insurance documents. Tenants are not allowed to make alterations such as these on their own. All work must also be inspected and approved by CLB Property Management Property Management Division after completion.

All approved changes or modifications are the tenant's responsibility. The cost(s) of returning the property to the original condition, if any, is the responsibility of the tenant.

MAINTENANCE, DAMAGE AND REPAIR

Maintenance Requests

Non-emergency maintenance requests must be through the Tenant Portal. Please include a detailed description of the maintenance issue when submitting your request.

If you are not contacted by a service provider or maintenance division staff member within 48 hours after reporting a problem (exclusive of weekends or holidays), please notify CLB Property Management Division by calling our main office number.

Scheduling Maintenance

You are responsible for scheduling any necessary service calls with the service provider responding to your maintenance request. Tenant is responsible for granting the vendor access to the premises. CLB Property Management Division does not provide keys to vendors.

Unauthorized Repairs

CLB Property Management Property Management Division must authorize ALL repairs and/or maintenance services. You are not authorized to make any repairs or authorize any maintenance services directly.

Rent cannot be withheld because of needed repairs, nor can the cost of needed repairs be deducted from the rent.



System Failures

All breakdowns, system failures, and structural defects must be reported to CLB Property Management Property Management Division immediately upon discovery. If such an occurrence results in a maintenance emergency, you are responsible for stopping additional damage from occurring, if possible. If there is a leak, immediately turn off the water supply. If the problem is electrical, turn off the breaker serving that appliance or area until the service provider arrives.

CLB Property Management Property Management Division will arrange with vendors to make necessary repairs within a reasonable time. The tenant will not be reimbursed for any unauthorized repairs made.

Heating, Ventilating, Air Conditioning (HVAC) Systems

You are responsible for changing all HVAC filters once a month. The A/C return vents should be kept clear of obstruction, such as furniture, electronics or decoration. Keep the condensation drain line clean and clear of obstructions. The area around the condenser (outside unit) should be kept clear of grass, debris and other obstructions. Maintenance costs resulting from failure to keep these items free from obstruction may be deemed to be your sole responsibility.

Lawns and Grounds

Unless provided otherwise in your lease, you are responsible to care for the lawn and grounds, keeping them in as good a condition as when you took possession of premises. This care includes regularly cutting the grass, watering and fertilizing the lawn, trimming shrubs and trees, edging all driveways, walkways and curbs, and treating for lawn pests. Keep shrub and tree growth away from the roof, eaves, and sides of the home. Flowering trees must be pruned at the proper time of the year for their species and all flower beds must be kept free of weeds, grass, etc. Tenant must maintain mulch cover. Tenant is required to report any condition which may cause damage, permanent or temporary, to the grounds upon discovery of the condition.

Carpet Care

Routine carpet care requires a thorough vacuuming at least once a week to remove the soil from the carpet and to keep the pile erect. Heavy traffic areas require more frequent vacuuming. Carpets will be professionally cleaned upon move-out at your expense. Additional expense may be incurred to clean carpets that are not properly cared for during your lease.



Lawn Irrigation/Sprinkler Systems

Any problems with or repairs needed to the irrigation/sprinkler system must be reported in writing to CLB Property Management Property Management Division within 3 days of taking possession of premises. If no notice is received, CLB Property Management Property Management Division will assume that the irrigation/sprinkler system is in good working order and any needed repairs/maintenance will become responsibility of the tenant. It is your responsibility to keep the irrigation/sprinkler system in good working order, including resetting the electric timer, if necessary, and replacing broken sprinkler heads. It is your responsibility to comply with water restrictions for your area when watering the lawn.

Plumbing/Septic Systems

The tenant is responsible for keeping all sink, tub/shower, lavatory and toilet drain lines open. Do not allow anyone to deposit anything into the plumbing system or to use it for any purpose other than for which it is designed. Sanitary products, diapers, diaper wipes, condoms, cotton swabs, coffee grounds, cooking fats or oils are not to be flushed down any toilet or otherwise deposited into the home sewer.

If your property is on a septic tank sewer system, in addition to the items listed above, do not flush wet-strength paper towels, facial tissues, cigarette butts, and other non-decomposable materials into the property sewer. These materials will not de-compose and will fill the septic tank and plug the system.

Regular septic tank maintenance is critical to avoid blockage, backing up of waste into the property and costly repairs. Tenant must purchase an appropriate enzyme product and flush into the functioning toilet, as directed on product.

Tenant will be responsible for any damage or stoppage unless it was caused by mechanical failure of the plumbing system.

Waterbeds/Flotation Bedding Devices

Tenant will be responsible for ANY damage caused by a waterbed or flotation-bedding device. Tenant will have a current waterbed/flotation bedding device insurance policy in effect during the possession of waterbed/flotation bedding device.

Light Bulbs

The tenant is responsible for the replacement of all light bulbs.



Walls and Ceilings

Please keep the walls of the home clean and unmarred. You are welcome to hang pictures on the walls with appropriate picture hanging hardware. Do not paint or wallpaper without prior written approval of CLB Property Management Property Management Division. All walls, baseboards and trim must be washed and ceilings must be dusted and free of cobwebs before vacating premises.

Smoking is not allowed in any CLB Property Management Property Management Division Portfolio Property. You are solely responsible for any smoke/tar residue, odor and/or damage caused to the premises that result from smoking.

Vinyl/Ceramic Tile Flooring

With normal household use, vinyl floors may be washed with a solution of warm water and soap. Do not apply varnish, lacquer or shellac to the floor. Do not apply any type of wax to ceramic tile floors. Tenant will be responsible for damage to the flooring such as broken tiles, torn vinyl or improper cleaning procedures.

Hardwood and Laminate Floors

Hardwood and laminate floors should be dry mopped, swept or vacuumed regularly. Do not wet-mop wood or laminate floors. Standing water can dull the finish and discolor and damage the wood. Do not let any water drip, pour or accumulate on floors. Clean liquid spills with a dry cloth and sticky spills with a slightly dampened cloth. Do not use soaps, detergents or oil soaps on your wood or laminate floors. When mopping is needed, use a wood cleaner applied lightly with a cloth or mop and then buff dry. Use fabric-faced guides under the furniture legs to prevent scratches. Do not drag or slide furniture across the floor. Tenant will be responsible for damage to the flooring.

Stoves

Do not use oven cleaner on self-cleaning or continuous cleaning ovens. For solid surface stoves, use only cleaners approved for those surfaces. Tenant will be charged for damage to an appliance caused by improper use or cleaning, or by lack of maintenance.

Dishwashers

The dishwasher should be used at least once a week. Seals may dry and the motor may be damaged by long periods of inactivity. Clean the door and check the bottom of the dishwasher after each use for items that may fall from the racks. Check the perimeter of the door for food items falling from the counter and make sure drains are clear of debris.



Garbage Disposals

Garbage disposals should not be used for bones, celery, onion skins, greasy items, pasta, rice or any other similar materials. If the motor buzzes, something may be jamming the blades; turn the switch off and remove the object jamming the blades. Almost all disposal jams are caused by inappropriate items put into the disposal.

If there is no obvious jam, the disposal may need to be reset. There is usually a reset button on the bottom or the side of the disposal (this is usually a small red or yellow button).

Washer/Dryer Hookups

Check all hoses and washers to prevent or correct leaks. When installing a washing machine, use "burst resistant stainless steel braided" washing machine hoses only. If you are going to be absent from the property for an extended period of time, turn off the hot and cold water supply valves. Check the walls and floor by the washing machine monthly for evidence of leaks. Keep dryer vent and lint trap clear of lint or other build up as this can cause a fire.

Water Heaters (Gas/Electric)

If you have an electric water heater that is not functioning, press the reset button and check the breaker to ensure it has not been tripped.

If you have a gas water heater, the pilot light may have gone out. Refer to the manufacturer's instructions or contact the gas company.

CLEANING AND HOW TOS

CLB Property Management Property Management Division diligently works to provide you with a clean, well-maintained home with all the mechanical equipment operating properly. Proper cleaning and maintenance will keep the home and its equipment in good condition. A properly maintained home is a team effort involving the property owner, who keeps structural and mechanical maintenance up-to-date, the Maintenance Division staff, who keeps a record of necessary maintenance, and the Tenant, who keeps the property clean, performs cosmetic maintenance and promptly reports any structural or mechanical failure to CLB Property Management Property Management Division in a timely manner.



Cleaning Standards

1. Keep windows and storm doors clean, inside and outside. Clean the Interior windows at least once a month and the exterior windows every six months. Wash between windows and screens quarterly.
2. Clean dust, dirt and debris from the upper and lower sliding glass door tracks monthly.
3. Clean stove, drip pans, under drip pans, oven racks and drawer, broiler pan, hood, filter and vent biweekly.
4. Mop vinyl floors biweekly.
5. Dust baseboards, window sills, window grids, tops of windows, ceiling fans, doors, ceilings and corners of the room monthly.
6. Clean AC/Heat air return grate and change filter once a month.
7. Clean and sweep out fireplace. Clean fireplace grate, screen and glass as needed.
8. Replace burned-out light bulbs as needed, clean lighting fixtures as needed.
9. Blinds, if provided, should be cleaned or washed every six months.
10. Bathrooms should be cleaned weekly. This includes toilet bowls and base, sink, mirror, floor, bathtub and shower (including walls). Wipe out medicine cabinet, drawers and cabinets.
11. Caulk tub as necessary.
12. Sweep out garage as needed.

Counter Tops and Cabinets

Always use cutting boards and hot pads when chopping, cutting or placing hot items on counter tops. Do not use abrasive cleaners on counter tops as they will scratch. All cabinets must be vacuumed out and the drawer/door fronts cleaned before vacating.

Kitchen Appliances

Each kitchen appliance must be cleaned regularly including the stove hood vent, the filter in the stove hood vent, the oven, under the burners on the stove and the drip pans. Please do not put aluminum foil on the drip pans. Upon moving out, all drip pans must be replaced. Please clean the top and under the refrigerator and washer/dryer regularly. Not cleaning all these items regularly can cause excessive wear and tear, for which tenant will be responsible.

Fireplaces

If there is a fireplace in your home, do not burn pine or any other "sappy" wood. This causes a buildup of residue in the chimney and increases the possibility of fire. The fireplace is not a place to burn cardboard, holiday wrappings, pine needles, etc.

When using the fireplace in your residence:

1. Open the flue before starting the fire and keep it open until the ashes are cool enough to touch.
2. Close the fireplace screen or door when the fireplace is in use to keep sparks from flying out.
3. Do not put anything, including paper and kindling, closer than three (3) feet to the fireplace while it is in use.
4. Never leave a fire unattended.
5. Burn only dry, seasoned hardwood. Do not use green wood, treated lumber, or painted wood.
6. Never use combustible liquids such as kerosene, turpentine, lighter fluid, or gasoline to start or accelerate the fire.
7. Do not stuff scrap paper, gift wrapping paper or old holiday trees into the fireplace.
8. Do not use excessive amounts of paper or wood to create a roaring fire.
9. Do not dispose of burnt logs or ashes until they cool completely. Dispose of cooled ashes in a metal container. Usually, you can re-burn logs. If you must dispose of a log, wait until it is completely cool, then douse it with water and place it outside away from combustible materials.
10. Notify CLB Property Management Property Management Division of any problems with the fireplace.

MOVING OUT

Written Notice

Notice to vacate will only be accepted when it is received in writing by CLB Property Management Property Management Division. Notice must be given no less than 60 days before the expiration of your lease and must include the date you plan on vacating the premises. Detailed move-out procedures will be sent to you upon receipt of your notice to vacate.



Marketing During the Notice Period

Once your notice to vacate is processed, the home will be marketed for rent. Marketing efforts may include placing a For Lease sign on the property and installing a lockbox to allow access for showings by our Leasing Consultants. Please note that CLB Property Management Property Management Division does not allow agents from other real estate firms to show our Portfolio Properties.

Showing the Property During the Notice Period

A Leasing Consultant will contact you to discuss showing instructions and determine a standard schedule of availability. CLB Property Management Property Management Division will make an effort to accommodate your schedule. However, the property must be available with reasonable notice and must remain in good condition for agents to show. Should you have any pets, they should be kept securely out of the way and litter boxes should be clean and odor free.

The most probable showing hours are between 9:00am and 6:00pm, Monday through Friday and between 10:00am and 2:00pm on Saturdays. You will be notified prior to each showing. If there is no answer and no voicemail option, notification may be given via e-mail.

The better a home shows, the more likely it will rent quickly. The faster a new resident is found, the less you will be bothered by showings. A home that shows well benefits everyone.

The Move-Out Process

Upon completely vacating the premises, you must return all keys and other entry devices to CLB Property Management Property Management Division at our offices located at 5889 S. Williamson Blvd., Suite 1416, Port Orange, FL 32128, and sign a Tenant's Return of Possession form. Please note that you will remain fully responsible for all rents until possession of the property has been returned to and received by CLB Property Management Property Management Division.

All utilities are to be left on for three days after possession has been returned to allow adequate time to inspect the property and begin to process the return of your security deposit(s).



Return of Security Deposit(s)

Any claim against your security deposit(s) will be managed in accordance with Florida statutes. Should CLB Property Management Property Management Division determine that a claim exists beyond the cleaning and carpet cleaning required in your lease agreement, the claim will be subject to a Security Deposit Processing Fee of \$150.00.

THE SECURITY DEPOSIT MAY NOT BE USED FOR ANY RENT DUE.

The security deposit will be refunded within 30 days of your move-out and return of keys and garage door openers, if applicable. Return of the Security Deposit is subject to the following provisions:

1. Resident has given sixty (60) days written notice before vacating.
2. The full term of the Agreement has expired and the tenant has complied with all other provisions.
3. All charges due including rent and fees, maintenance or repair costs that are a tenant obligation, utility costs that are the tenants' obligation, and any other fees or charges that may be required to be paid by tenant have been paid in full.
4. No damage to premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarred. Tenant understands that any expenses incurred to return premises to the same condition as when tenant moved in, allowing for reasonable wear and tear shall be paid by tenant.
5. The entire dwelling, including but not limited to carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cupboards are thoroughly clean and free of insects.
6. All debris, rubbish, and all personal property has been removed from premises and disposed of properly.
7. The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
8. If the tenant is responsible for lawn care, the lawn has been cut and edged, shrubs have been trimmed and debris properly removed from premises



Breaking the Lease

If you default on your lease, you will be responsible for all costs incurred in securing a new tenant including but not limited to rental losses incurred as a result of the default. If you find you must move before the end of your lease, we will market the property promptly, providing that you have given the required 60-day written notice. You must continue to pay the monthly rent each month until the property is re-rented or your rental obligation ends, whichever comes first.

Forfeiture of your security deposit does not excuse you from other obligations of the rental agreement. You must follow all procedures for marketing, cleaning and move-out. The most common charges for breaking a lease are:

1. A re-leasing and/or breaking lease fee.
2. Rent until the new lease takes effect.
3. Lawn maintenance (you need to arrange for that before leaving)
4. Utilities (keep them on in your name until notified of a new tenant)
5. Advertising

You may have elected for an early lease termination provision in your lease. If so, the provision in your lease supersedes this section.

EMERGENCY/DISASTER PROCEDURES

Make Your Plan Now

The key to safely and properly handling any emergency/disaster is pre-planning and staying calm during and after the event. Being prepared is every individual's responsibility. Don't rely only on the authorities. Advanced planning allows for fewer mistakes and greater safety for you, your family, and the home you are caring for.

Hurricane/Tornado/Storm Watch/Storm Warning

When living in Florida, the chances of experiencing a hurricane, tornado or heavy storm are always possible. It is important to know and follow proper procedures to safeguard yourself and the property you live in and minimize potential risk and damage.

A Hurricane/Tornado Storm Watch is when Hurricane/Tornado are possible in the specified area of the watch, usually within 36 hours. A Hurricane/Tornado Storm Warning is when Hurricane/Tornado conditions are expected in the specified area of the warning, usually within 24 hours.



What You Do

If your home is equipped with storm shutters, we strongly encourage you to use them as a protective measure during severe weather conditions. These shutters are designed to enhance the structural integrity of the property and safeguard against potential damage. However, please note that if your residence does not have pre-installed storm shutters, it is imperative that you refrain from attempting to install them yourself. Handling such installations requires professional expertise to ensure proper placement and effectiveness.

Your well-being is of utmost importance to us, so in the event of an impending hurricane, please contact our maintenance team promptly, and we will arrange for trained professionals to secure the shutters for you. An emergency can happen at any time. Be prepared.

EMERGENCY/DISASTER PROCEDURES

Have an emergency preparedness plan, a checklist and storm kit and follow all recommended precautions and instructions provided by the local news media. During the storm or before leaving, please be sure to:

1. Turn off main breaker
2. Turn off main gas line (Call the gas company for instructions)
3. Turn off main water supply
4. Do not put tape on the windows
5. Secure your pets, inside. If it is not safe for you outside, it is not safe for your pets either. If you are leaving the property, do not leave your pets behind.
6. Secure all outside items. Bring in the swing sets, playhouses, small planters, anything that could turn into a flying object during high winds.
7. Secure house against damage. Follow all recommendations by the local news and the emergency preparedness teams for your area.
8. Make sure CLB Property Management Property Management Division has a key for your home.



OTHER DISASTER PROCEDURES

(i.e. Kitchen Fire, Water Pipe Burst, Hot Water Heater Burst, Tree Falls on House)

Upon first occurrence or discovery of the problem, secure from further damage immediately. Following is a summary of what to expect. Please post this note in a visible place. If any of these actions do not occur, notify the office immediately. Keeping everyone on schedule is a cooperative effort, and you are part of the team.

Tenant Responsibility

1. Take steps to prevent additional damage immediately.
2. Turn off the source of water or electricity or gas, as the situation demands.
3. Notify CLB Property Management Division. If it is after hours use emergency line.
4. Make claim on Tenant's insurance for personal belongings.
5. Notify CLB Property Management Property Management Division of tenant's insurance coverage.
6. Provide emergency (police, fire, etc.) report to CLB Property Management Property Management Division within 5 days of the incident.
7. Provide access for insurance, repair people, etc. to access and repair damage.
8. Notify CLB Property Management Property Management Division of delays or problems with repairs. Tenant is responsible for any loss to the owner due to tenant negligence.