KEEPING GOOD TENANTS

1. Rules and regulations are included in this packet. They have been developed with property owners such as you. These rules and regulations are referenced in the body of the lease that is also included in this packet. The tenant and the property owner should discuss the rules and regulations at the time the apartment is leased. The tenant and property owner should initial each of the rules and regulations and then, the tenant(s) should sign and date the last page signifying they have read and understand the rules and regulations. A copy is given to the tenant to take home with him/her along with a copy of the lease.

2. An important requirement is that all individuals occupying the unit be listed on the lease. Occupancy by anyone other than those listed is a violation of the lease and cause for notice to vacate and/or eviction.

3. A check sheet called the *Inventory and Condition Report* form should be completed with the new tenant before they move in. A completed copy of this form should also be given to the tenant to keep. At the time the tenant moves out, the move out condition should be completed with the tenant. An Inventory and Condition Report form is provided in this packet.

4. Well-kept property will attract good tenants. They will be happy to pay an extra $5-$10 a month for a well-maintained apartment or for additional improvements. You will be able to know immediately if the tenant is treating your property roughly and causing damage. If this occurs, ask them to move and if they don't, take legal action.

5. When repairs are necessary, they should be made quickly. Tenants should not have to wait weeks for correction of problems. Rules regarding problems such as stopped up toilets and drains that are caused by the tenant are covered in both the rules and regulations and the lease included in this packet.

6. Provide your tenants a safe home. Good lighting on the exterior of the building at the front and rear entrances, on walkways along the side of the building, and on parking areas should be in place and in working condition at all times. Common doors should be kept locked and accessible only to the tenants. Rear yards should have grass and should be fenced.

7. Provide your tenants an attractive home. When given a choice between identical apartments on the block, the good tenant will prefer to live in a building where the apartment has been freshly painted and there is a well-maintained lawn and landscaping. Frequently, tenants will wish to plant and maintain flowers. These extra touches can amount not only to happier tenants who stay, but they improve property values. Well-maintained property sends a clear message that the owner and the tenants care about quality of life. Quality tenants will be attracted to your property.