



TENANT INFORMATION

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| Tenants: | | Property: | |
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We are very pleased that you have selected our property to be your home. We hope that you enjoy living here and would like to share some additional information that will explain what you can expect from us and what we will be asking from you:

1. **Owner/Manager:** Sarah Lynn Seaton tel: 865-254-7269 and Barry Seaton tel: 865-254-7268
2. **WEBSITE:** <https://seatonproperties.managebuilding.com/Resident/PublicPages/Home.aspx>
 - a. You will have a login, access to your billing and account. All documents are stored online as PDF's.

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| 3. Rent Payment due date | | of the month payable online thru our web portal |
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| 4. Security Deposit in this amount has been paid: | | Security deposits are completely refunded after you move out and the house is cleaned and inspected. These funds are not used towards rent. |
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| 5. A cleaning fee of : | | will be taken out of the deposit if the house is not cleaned. |
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6. **Notice to End Tenancy:** Thirty-day notice in writing. Go online to our web site to access the forms.
7. **Renter's Insurance:** Tenant acknowledged that he/she is responsible for obtaining any desired insurance for fire, theft, liability, etc. on personal possession, family, and guests.
8. **Guest Occupancy Policy:** Guests are certainly welcome. Residents are totally responsible for the actions of their guests or family and friends and anyone that enters their residence. After two weeks at the residence, they become tenants and we need to add them to the lease and their contact information.
9. **Lockout Procedure/Lost keys:** Please call us. Fee for replacement keys is \$25 and locks changed \$100.00.
10. **Parking:** One vehicle per adult on the lease. Park in the driveway. No broken down or junk cars are allowed.
11. **Access to Premises and Inspections:** We reserve the right to enter the residence at reasonable times to inspect, make necessary repairs, suppliers services or show it to prospective residents, purchasers, mortgages, workmen, or contractors. Whenever practical, a two-day notice of the Owner's intent to enter shall be given to the Resident. We will never enter the home without first notifying you unless an emergency situation arises.
12. **Extended Absence:** Resident shall notify Management of any extended absences (more than 10 days) from the premises. During extended absences by the Resident, Owner or Management will provide access to no other persons, unless expressly requested to do so by Resident in writing. Management reserves the right to arrange for reasonable or emergency inspections during and extended absences.
13. **Inspections:** Our intent is to make quarterly inspections of the property. We will contact you to set up times to inspect the property.

RECEIPT OF COPY ACKNOWLEDGED: Residents hereby acknowledge that they have read these Rules and Policies and understand that these policies are incorporated into and made part of the lease. Residents understand it, agree to it and have been given a copy.

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| DATE | | TENANT 1- SIGN | |
| DATE | | TENANT 2- SIGN | |
| DATE | | SEATON PROP SIGN | |