

# Dane County Contract Cover Sheet

<b>Dept./Division</b>	Human Services / CYF
<b>Vendor Name</b>	JEK APARTMENTS LLC
<b>Vendor MUNIS #</b>	28675
<b>Brief Contract Title/Description</b>	JFF Badger Rd building has been sold. This is a lease with new landlord effective October 1, 2018. \$875/mo
<b>Contract Term</b>	10-1-18 to 9-30-19
<b>Total Contract Amount</b>	\$10,500.

<b>Contract #</b> <small>Admin will assign</small>	13244B
<b>Addendum</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Type of Contract</b>	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

<b>Purchasing Authority</b>	<input type="checkbox"/> \$10,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$10,000 – \$35,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$35,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$35,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$35,000 (N/A to Public Works)	
<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

MUNIS Req.	Org Code	Obj Code	Amount	\$
Req #	Org Code	Obj Code	Amount	\$
Year	Org Code	Obj Code	Amount	\$

<b>Resolution /Addendum Form/ N/A</b>	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.		
	<input checked="" type="checkbox"/> Resolution is required.		
	<input type="checkbox"/> Addendum Form required.		
	<input type="checkbox"/> N/A		
		Res #	189
		Year	2018

<b>Domestic Partner</b>	Does Domestic Partner Equal Benefits Requirement Apply? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	8/17/18		
de	Controller		8/21/18	
Coc	Purchasing	8/22/18	8/22/18	
	Corporation Counsel	8/21/18	8-21-18	
	Risk Management	8/22/18	8/22/18	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Spring Larson, Contract Coord. Assistant	<b>Name</b>	Kari Ranguette
<b>Phone #</b>	608-242-6391	<b>Phone #</b>	608-257-2787
<b>Email</b>	Larson.spring@countyofdane.com	<b>Email</b>	ranguette@jekproperties.com
<b>Address</b>	1202 Northport Drive, Madison WI 53704, Rm 454	<b>Address</b>	620 W Badger Rd, Madison, WI 53713

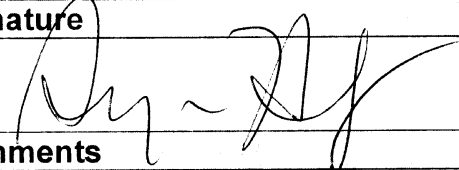
<b>Human Services Only</b>	a. Dane County Res. #		<b>Approvals</b>	Initials	Date
	b. Budget/Personnel Required		g. Accountant	kc	8/13/18
	c. Program Manager Name	Chance	h. Supervisor	CW	8-14-18
	d. Current Contract Amount	\$0	i. Corporation Counsel	DET	8-15-18
	e. Adjustment Amount	\$10,500.	j. To Provider		
	f. Revised Contract Amount	\$10,500.	k. From Provider		

**Department Head Approval/Lynn Green, Director**

Lynn Green

<b>Certification:</b> The attached contract is a:	
<input type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. <b>The modifications have been reviewed by:</b>
<input type="checkbox"/>	Non-standard contract.

**Contracts Exceeding \$100,000**  
Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	<b>Signature</b>	<b>Date</b>
	<b>Comments</b>	
<b>Corporation Counsel</b>	<b>Signature</b>	<b>Date</b>
		8/15/18
	<b>Comments</b>	

# Memorandum

**To:** Joe Parisi  
**CC:** Lynn Green, Ron Chance, Bill Hanna, Laura Hicklin, Sharene Smith  
**From:** David Marshall  
**Date:** 8/13/2018  
**Re:** Joining Forces For Families Office – West Badger Rd

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The attached resolution is for a renewal of a lease for the Human Services Joining Forces for Families (JFF) office at 1125 W. Badger Road #6, Madison, WI, 53713. The one year lease from JEK Properties beginning 10/01/18 running through 9/30/19 is \$875 per year for a total of \$10,500 per rental year. Heat and all utilities except electricity are included.

The JFF has included funds in the 2018 Budget to maintain these offices including the electric and phone. JFF continues to play a strong role in this community along with our partners in this location.

**JEK Apartments, LLC**

**Lease Agreement**

13244B CORP # 8-15-18 JEL

This is a non-renewable lease and this Agreement for the lease of the Premises identified below is entered into by and between the Landlord and Tenant (referred in the singular whether one or more) on the following terms and conditions:

TENANTS: Dane County Department of Human Services

LANDLORD: JEK Apartments LLC  
620 W. Badger Rd., Madison, WI 53713  
608-257-2787

**PREMISES**

The undersigned hereby agrees to rent apartment #6 located at 1125 Badger Road. Madison, WI 53713 for a lease term of 12 months beginning on October 1, 2018 and ending at noon on September 30, 2019 This rental agreement is only for the stated term and is not automatically renewable. Landlord and Tenant must agree in writing if tenancy is to continue beyond the last day of the rental term.

**RENT**

Rent Amount	\$ 875.00
Pet Fee (attached addendum)	\$ _____
Other Fee	\$ _____
Other Fee	\$ _____

TOTAL DUE \$ 875.00 per month

Rent is due on or before the first day of each month. Rent checks shall be made payable to JEK Apartments and mailed or delivered to JEK Apartments. ALL TENANTS, IF MORE THAN ONE, SHALL BE JOINTLY AND SEVERALLY LIABLE FOR THE FULL AMOUNT OF ALL PAYMENTS DUE UNDER THIS AGREEMENT.

**UTILITIES**

Tenant must pay all utility charges that are separately metered or subject to cost allocation as follows:

Utility Charges	Electric	Heat	Water Bill	Unit Gas	Trash
Included in Rent		X	X	X	
Separately Metered	X				
Cost Allocation*					X

\*See Special Conditions

**SECURITY DEPOSIT**

Upon execution of this Agreement, Tenant(s) agree(s) to pay a security deposit in the amount of \$200.00 (PAID) to be held by JEK Apartments. The deposit, less any amounts legally withheld, will be returned as provided in Wisconsin State Statute 704.28. Tenant is responsible for giving Landlord his/her new address. Surrender of the Premises shall occur on the last day of the term provided in this Lease Agreement, subject to the exceptions described in Wis. Admin. Code ATCP 134.06. Upon surrender, Tenant shall vacate the Premises and return, or account for any of Landlord's property held by Tenant, such as keys, garage door openers, etc

**SPECIAL CONDITIONS**

Cost Allocation for Trash may include but is not limited to disposal of large items or materials that cannot be handled by garbage service.

**LANDLORD'S RIGHT TO ENTER**

Landlord may enter the Premises occupied by the Tenant, at reasonable times within 12 hours advance notice, to inspect the Premises, make repairs, show the Premises to prospective tenants or purchasers, or comply with applicable laws or regulations. Landlord may enter without advance notice upon consent of the Tenant, or if Tenant is absent and Landlord believes entry is necessary to protect the Premises or the building in which they are located from damage.

**ABANDONMENT**

If Tenant unjustifiably removes from the Premises before the last day of the rental term, Tenant shall be liable for all rent due under this Agreement through the last day of the term, plus damages incurred by the Landlord, and less any net rent, received by Landlord in renting the Premises. Tenant will be charged a \$200 administrative fee for breaking the Lease agreement prior to its end date. If tenant is absent from the Premises for three consecutive weeks without written notice of such absence to Landlord, Landlord may, in Landlord's sole discretion, deem that the Tenant has removed from the Premises and proceed to re-rent the Premises. If Tenant leaves personal property behind, Landlord shall have the right to dispose of the property as provided by law or per any written property agreement.

**TENANT RULES AND OBLIGATIONS**

During the lease term, as a condition of Tenant's continuing right to use and occupy Premises, Tenant agrees and promises, unless Landlord otherwise provides in writing, as follows:

1. ~~To use the Premises for residential purposes only by Tenant(s) named in the lease.~~
2. To not make or permit use of the Premises for any unlawful purpose or any purpose that will injure the reputation of the Premises or the building of which they are part.
3. To not use or keep in or about the Premises anything that would adversely affect coverage of the Premises or the building of which they are a part under an insurance policy.
4. To not make excessive noise or engage in activities which unduly disturb neighbors or other tenants in the building in which the Premises are located.
5. To not permit in or about the Premises any pets unless specifically authorized by the Landlord in writing.
6. To obey all lawful orders, rules and regulations of all governmental authorities and if a condominium, any association with authority over the Premises.
7. To keep the Premises in clean and tenantable condition and in as good repair as on the first day of the lease term, normal wear and tear excepted.
8. To maintain a reasonable amount of heat in cold weather to prevent damages to the Premises, and if damage results from Tenant's failure to maintain a reasonable amount of heat, Tenant shall be liable for this damage.
9. Unless a Tenant has received specific written consent from Landlord, to NOT do or permit any of the following:
  - a) Paint upon, attach, exhibit, or display on or about the Premises, any sign or placard.
  - b) Alter or re-decorate the Premises
  - c) Drive nails, tacks and screws or apply fasteners on or into any ceilings, floor or woodwork of the Premises. No adhesive strips/hooks.
  - d) Attach or affix anything to the exterior of the Premises without prior written consent of the Landlord.
10. To not permit any guests or invitees to reside in the Premises without prior written consent of the Landlord.
11. To be responsible for all acts of negligence or breaches of this agreement by Tenant and Tenant's guests and invitees, and to be liable for any resulting property damage or injury.
12. To not assign this Agreement nor sublet the Premises to any part thereof without prior written consent from the Landlord. If Landlord permits an assignment or a sublease, such permission shall in no way relieve Tenant or Tenant's liability under this Agreement.
13. To vacate the Premises at the end of the term, and immediately deliver the keys, garage door openers, parking permits, etc., and the Tenant's forwarding address to the Landlord.
14. Pursuant to MGO 23.05, smoking is prohibited in the common areas of the building including, but not limited to, lobbies, community rooms, hallways, laundry rooms, stairwells, elevators, enclosed parking facilities, pool areas and restrooms contiguous thereto:

Landlord may make additional reasonable rules governing the use and occupancy of the Premises and the building in which they are located. Tenant acknowledges the rules stated above, and acknowledges receipt of any additional rules prior to signing this Agreement. Any failure by Tenant to comply with the rules is a breach of this agreement.

**CODE VIOLATIONS**

The Premises and the building of which they are a part, are not currently cited for uncorrected building or housing code violations unless a copy of such notices of uncorrected code violations are attached to this Agreement. The Premises do not contain any of the following conditions adversely affecting habitability unless listed under Special Conditions: No hot or cold running water, plumbing or sewage disposal facilities not in good operating order, unsafe or inadequate heating facilities (incapable of maintaining at least 67 degrees in living areas), no electricity, electrical wiring or components not in safe operating condition, or structural or other conditions that are substantially hazardous to health or safety.

**SMOKE DETECTOR NOTICE**

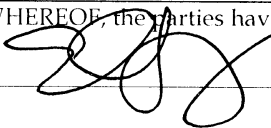
Wisconsin law requires that Landlord maintain any smoke detectors located in any building common area. State law further requires that the Tenant must either maintain any smoke detector on the Premises, or give Landlord written notice whenever a smoke detector on the Premises is not functional. The Landlord shall provide, within five days of receipt of any such notice, any maintenance necessary to make that smoke detector functional. Maintenance shall include the provision of new batteries, as needed.

**If checked, the following documents are incorporated in the lease:**

Nonstandard Rental Provisions	X		Smoke Detector Requirements	X
Resident Policies	X		Pet Addendum	n/a
Garbage Disposal Policies	X		Crime Free Lease Addendum	X
Lead-Based Paint Disclosure and Pamphlet	X		Check-in Form	X

IN WITNESS WHEREOF, the parties have executed this Lease Agreement on \_\_\_\_\_ 2018.

LANDLORD:



TENANTS:

\_\_\_\_\_  
County Executive Signature

\_\_\_\_\_  
County Clerk Signature (when applicable)



620 W. Badger Rd., Madison, WI 53713

(608)257-2787

Fax: (608)257-2461

[www.jekproperties.com](http://www.jekproperties.com)

## **RESIDENT POLICIES**

Welcome to your home. JEK Properties strives to maintain your new home in excellent condition and to provide prompt and efficient service at all times. In return, we ask that you observe the following policies.

### **MAINTENANCE**

Maintenance requests should be submitted through our main office at (608)257-2787 or online through the Resident Portal at [www.jekproperties.com](http://www.jekproperties.com). In the event of an afterhours maintenance emergency, please call (608)283-7857. The afterhours number should be used for **EMERGENCIES ONLY**. Any maintenance repairs that are not deemed normal wear and tear will be charged back to tenant at \$35.00 per hour + costs of materials. Afterhours maintenance repairs will be charged 1.5x the hourly rate. A lock out is not deemed as an emergency; tenant will be charged \$50.00 to have JEK staff unlock residence. Any charges billed to the tenant must be paid in full within 30 days from the date of invoice. Tenant is responsible for minor maintenance (ex: replacing light bulbs, plunging toilet, etc). Tenant is not allowed to flush wet wipes or paper towel down toilet.

### **RENT PAYMENTS**

Rent is due and payable on the first day of each month. Rent not received by the 2nd of the month will result in a late fee of \$25.00. Online payments are available 24 Hours a day at [www.jekproperties.com](http://www.jekproperties.com). Money orders, cashier's checks or personal check may be mailed, placed in the drop box or submitted in person; no cash payments are accepted. Any returned item not clearing the bank after initial deposit will be assessed a \$35.00 fee. If a check comes back twice you will be required to pay rent with a money order.

### **MOVING INTO YOUR APARTMENT**

We encourage all residents to obtain renters insurance. Neither the management nor the owner will be held responsible for any loss or damage to any personal property kept within or on the leased premises, stored in basements, or in any other area. Basements may get wet or damp. Do not store items subject to damage from water or dampness in the basement. If personal property is left in any unauthorized area, manager may remove and discard such property without notice. Any flammable materials such as oil, gas, oil based paint, spray paints, etc, are not to be stored in any area. If found, they will be removed without notice.

### **CHECK IN FORM**

A Move-In Inspection form is provided to each new resident. The form must be completed, signed and returned within 7 days of move-in. The Inspection may be submitted either by completing the form given, or by submitting it online through the "PBInspector-Unit Inspections" app. If the form is not submitted within 7 days of tenant occupying the premises, or any items are not noted on a returned form, the premises and itemized areas are presumed in good condition at the time of move in.

### **WHEN VACATING**

You are required to send written notice to the office no less than 60 days before your lease expiration with your intent to move. We will notify you in advance of your lease end date of any changes, rental adjustments, etc. In the event you choose to move, the apartment must be vacated on or before noon of the last day of the lease.

When vacating a unit, tenant shall leave it in good or better condition than noted on the check-in form. Charges for all cleaning and repairs above normal wear and tear will be charged. Any disputes you may have against security deposit withholdings must be submitted in writing within 30 days of receiving your move out reconciliation report. If there is a balance owed, payment must be made within 30 days. Unpaid amounts will be sent to collections.

Unless otherwise agreed to in writing, the landlord will not store any items of personal property that the tenant leaves behind when the tenant removes or is evicted from the premises, except for prescription medication or prescription medical equipment, the latter of which will be retained by Landlord for 7 days from the date on which the Landlord discovers the property, after which time the Landlord will dispose of it.

### **ROOMMATES**

Any person of legal age who resides on the premises for a period longer than two days must be authorized by the landlord in writing and be a signed party to the lease. Only signed parties to the lease may receive mail or have their names on the mailbox. Residents cannot add new roommates to the lease without prior permission from the manager. No changes to the lease are allowed if there is a balance due on the account.

### **DISTURBANCES**

Any noise or disturbance of any kind, which could cause annoyance to other neighbors or residents in the building, will not be permitted. You are at all times responsible for the actions and conduct of all guests brought onto the premises. You will be held liable for any property damage or noise disturbance caused by your guests. Please be considerate of your neighbors. Building Quiet Hours: 10:00PM-6:00AM.

**COMMON AREAS**

Residents and their guests are not permitted to loiter or play in the halls, stairways, basements or any other common area. Bicycles and play equipment may not be ridden, used or stored in halls, stairways, basements or any other common area. Any items left unattended in any common area shall be deemed abandoned and may be removed and disposed of without further notice or liability to the landlord.

**GRILLS**

No hibachi grill or other similar devices used for cooking, heating or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3m) of any structure.

**PETS**

Pets are not allowed in all apartments. All pets must be preapproved by management. A pet deposit of \$300 is required prior to pet residing in the unit. All dog owners must provide proof of Renter’s Insurance during the entire duration that the dog resides at the property. Pitbulls, Rottweilers, American Bulldogs and Staffordshire Terriers, or any mix thereof, are not permitted to be on the premises. Tenants who reside at properties that do not allow dogs may not have dogs visit at any time. Rabbits and Ferrets not permitted. Cats must be older than one year and spayed/neutered. Proof must be provided to management prior to being on the premises.

**COST OF COLLECTIONS**

All costs of collecting debts unpaid by tenants or cosigners shall be borne by the debtor(s) including, but not limited to, court filing costs, service costs, collection agency fees and attorney’s fees.

**UTILITIES**

The utilities that the tenant is responsible for, as outlined in the Residential Lease Agreement, must be placed in the tenants name until tenant’s move out date. Utility bills must be paid in a timely manner to avoid shut-offs due to nonpayment. Stealing electricity from the building through an extension cord is subject to a \$200 fine.

**PEST CONTROL**

Resident’s full cooperation is required, including but is not limited to, reporting any suspected pest infestation to Management within forty-eight (48) hours of discovery, making the premises available for entry to complete pest inspection and eradication treatment(s), completing all required pre-treatment activities, evacuating the premises during and after treatment for the required time frame, completing all required post-treatment activities, and immediately reporting ineffective treatment or re-infestations to Management.

**NO SMOKING CLAUSE**

Smoking is defined to include, but is not limited to any lighted cigarette, cigar, pipe, any and all other tobacco products, and/or any other smoking materials or products, whether legal or illegal.

Smoking is prohibited inside the rented premises and common areas. All persons smoking outside of the building must be at least 15 feet from any doorway or window. All Tenants are responsible for notifying their household members, guests, and invitees of this smoking prohibition; and tenants are responsible for any violation hereof, which shall be considered a material breach of the lease agreement.

Smoking is not permitted in common areas of the building. These areas include but are not limited to: hallways, basements, laundry rooms, stairwells and storage spaces. All cigarettes must be properly disposed of. If tenant smokes inside the dwelling, the tenant is responsible for costs associated with smoke damage.

**SATELLITE DISH POLICY**

Satellite service is not available at all properties. Letter of permission is required from Management to obtain satellite service. Placement of satellite installation must be in compliance with FCC Restrictions. Unauthorized dishes will be removed from the premises by management without prior notification to tenant. Unauthorized dishes, antennas and cables are subject to a \$50 removal fee. If any dishes are placed on the exterior of the building (roof, siding, etc), tenant is responsible for any damage caused by the installation.

\_\_\_\_\_  
County Executive Signature Date

\_\_\_\_\_  
County Clerk Signature (when applicable) Date



**Crime Free Lease Addendum**

Effective March 1, 2014

- (1) As provided in section 106.50 (5m)(dm) of the Wisconsin statutes, a tenant has a defense to an eviction action if the tenant can prove that the landlord knew, or should have known, the tenant is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related to domestic abuse, sexual assault, or stalking committed by either of the following:
  - (a) A person who was not the tenant's invited guest
  - (b) A person who was the tenant's invited guest, but the tenant has done either of the following:
    - 1. Sought an injunction barring the person from the premises.
    - 2. Provided a written statement to the landlord stating that the person will no longer be an invited guest of the tenant and the tenant has not subsequently invited the person to be the tenant's guest.
- (2) A tenant who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate the rental agreement in certain limited situation, as provided in section 704.16 of the Wisconsin statutes. If the tenant has safety concerns, the tenant should contact a local victim service provider or law enforcement agency.
- (3) A tenant is advised that this notice is only a summary of the tenant's rights and the specific language of the statutes governs in all instances.

Resident, any member(s) of the resident's household, a guest or any other person affiliated with the resident, at or near the resident premises:

- 1. Shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" means the illegal manufacturing, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use an illegal or controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
- 2. Shall not engage in any act intended to facilitate criminal activity.
- 3. Will not permit the dwelling unit to be used for, or to facilitate criminal activity.
- 4. Shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of an illegal or controlled substance as defined in A.R.S. 13-3451, at any locations, whether on or near the dwelling unit premises.
- 5. Shall not engage in any illegal activity, including, but not limited to prostitution as defined in A.R.S. 13-3211, criminal street gang activity as defined in A.R.S. 13-105 and A.R.S. 13-1203, threatening or intimidating as prohibited in A.R.S. 13-1202, assault as prohibited in A.R.S. 13-1203, including but not limited to the unlawful discharge of a weapon, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent, or other tenant, or involving imminent or actual serious property damage, as defined in A.R.S. 33-1368.
- 6. Violation of the above provisions shall be a material and irreparable violation of the lease and good cause for immediate termination of tenancy. A single violation of any of the provisions of this added addendum shall be deemed a serious violation, and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for immediate termination of the lease under A.R.S. 33-1377, as provided in A.R.S. 33-1368. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence.
- 7. In case of conflict between the provisions of this addendum and any other provisions of the lease, provisions of this addendum shall govern.

\_\_\_\_\_  
County Executive Signature Date

\_\_\_\_\_  
County Clerk Signature (when applicable) Date







## **Smoke Detector Requirements**

Please read the information in this notice, and sign at the bottom to indicate you have read the notice and understand its contents. Your smoke detector is provided to protect you. Please do not tamper with it!

### **Wisconsin Administrative Code ILHR 51.245(3) states the following**

1. The owner of the apartment shall furnish to the tenant written notice of the responsibility of the tenant and the obligations of the owner regarding smoke detector maintenance.
2. The owner shall be responsible for maintaining the smoke detectors and keeping the smoke detection system in good working order.
3. The owner shall check batteries at the beginning of a new lease and shall replace the battery at least annually.
4. It shall be the responsibility of the tenant during the term of his or her tenancy to inform the owner in writing of any malfunction of the smoke detector(s).
5. The owner shall have five (5) days upon receipt of said notice to comply with the request to repair or replace the smoke detector(s).

If you **fail** to comply with the terms of this notice and your apartment (and/or other areas of the building) are damaged by a fire started in your apartment you may be held liable for such damage.

## **Garbage Disposal Policies**

Please limit what you put in your sinks by **disposing of most of your food in the garbage**. Large items and food such as rice and noodles expand and causes clogs in the pipes. **Grease should never be put down the drain. The grease solidifies in the drain and results in a severe blockage!** Here are some guidelines:

1. Keep anything too hard out of the disposal. The shredder will dull and not be efficient. If something's really hard, just put it in your trash can. Some items to avoid are: hard shells from shrimp, crabs and other shellfish and popcorn kernels
2. Do not put fibrous or starchy items in the disposal. Both can cause particularly stubborn drain blockages (fibers get tangled, and starches get thick). The following items should not be put in the disposal at all: banana peels, celery, fruit and vegetable peelings, corn husk or corn cobs, onion skins, egg shells and rice and pasta
3. Other items that are too hard, starchy or fibrous will jam the motor: stringy vegetables like celery, fibrous vegetables like artichokes, corn cobs or husks, coffee grounds, coffee filters, egg shells, twister seals off bread wrappers, vegetable ties, glass, screws, nails, utensils, cigarette butts, avocado seeds, fruit pits, clippings off flowers, paper, plastic, children's toys, bottle caps, washcloths, melon seeds, coins, rubber bands, hair, grease, pull tabs, string or sponges. Use common sense.

If you fail to abide by these rules and it results in a service call, you will be charged for all fees associated.

The undersigned have read and understand the above terms stated above.

\_\_\_\_\_  
County Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk Signature (when applicable)

\_\_\_\_\_  
Date





### **Mold Prevention Addendum**

To minimize the occurrence and growth of mold in the Leased Premises, Resident hereby agrees to the following:

- A. **Moisture Accumulation.** Resident shall remove any visible moisture accumulation in or on the Leased Premises, including on walls, windows, floors, ceilings, and bathroom fixtures; mop up spills and thoroughly dry affected area as soon as possible after occurrence: use exhaust fans in kitchen and bathroom when necessary and keep climate and moisture in the Leased Premises at reasonable levels.
- B. **Apartment Cleanliness.** Resident shall clean and dust the Leased Premises regularly, and shall keep the Leased Premises, particularly the kitchen and bathroom, clean.
- C. **Notification of Management.** Resident shall promptly notify management in writing of the presence of the following conditions:
  - a. A water leak, excessive moisture, or standing water inside the Leased Premises;
  - b. A water leak, excessive moisture, or standing water in any community common area;
  - c. Mold growth in or on the Leased Premises that persists after resident has tried several times to remove it with household cleaning solution.
  - d. A malfunction in any part of the heating, air-conditioning, or ventilation system in the Leased Premises.
- D. **Liability.** Resident shall be liable to Owner for damages sustained to the Leased Premises or to Resident's person or property as a result of Resident's failure to comply with the terms of this addendum.
- E. **Violation of Addendum.** Violation of this Addendum shall be deemed a material violation under the terms of the Lease, and Owner shall be entitled to exercise all rights and remedies it possesses against Resident at law or in equity.
- F. **Addendum Supersedes Lease.** In case of a conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of the Addendum shall govern. This addendum is incorporated into the lease executed or renewed between Owner and Resident.
- G. **Hold Harmless.** Resident shall also indemnify and hold Owner harmless from any and all costs, including attorney fees, expenses and liability relating to Residents failure to comply with the terms of this Addendum.

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County Executive Signature

Date

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County Clerk Signature (when applicable)

Date