

# STATEMENT OF RENTAL POLICY

# FOUR CORNERS PROPERTY MANAGEMENT, LLC



Leasing Office Location: 1920-A Peale Terrace Greensboro, NC 27407  
Rent Payments & Correspondence: P.O. Box 10226 Greensboro, NC 27404  
www.TriadRentNow.com | TriadRentNow@outlook.com  
Phone-Fax: (336) 444-3131

**FAIR HOUSING:** We fully comply with federal fair housing laws. We do not discriminate against any person because of race, color, religion, sex, national origin, familial status, or handicap. Additionally, we provide housing in accordance with all other state or local laws if those laws provide greater protection than the Federal Fair Housing Act. Upon request, we will make reasonable accommodations to rules, policies, practices, or services, and allow reasonable physical modifications, when required to give persons with disabilities access to and use of our property. This is a good faith statement of our intent to abide by applicable fair housing laws.

**AGE:** Applicant must be of legal age, 18 years or older.

**LEGAL RESIDENCY:** All applicants must provide appropriate verification of their lawful presence in the United States.

**INCOME:** Applicant must have verifiable employment with a monthly gross income of at least 3 times the amount of the rental rate. Self employed or retired applicants must provide a financial statement from a CPA or previous year's tax statement and proof of current income. Active duty military personnel must provide a copy of his/her LES and orders.

**CREDIT:** Third party consumer credit and screening agencies are used to verify applicant's identity, credit and criminal history. Based on their credit history, the applicant may be required to provide a larger than standard deposit, as determined by Four Corners Property Management, LLC. The applicant must provide a recent paycheck stub or other verifiable means as proof of income.

**CRIMINAL HISTORY:** All applicants may be denied at any time based on their criminal history or behavior, in Four Corners Property Management, LLC sole and absolute discretion. Criminal history for which we will deny applications or occupancy includes, but not limited to, arrests, prosecutions or convictions for: any crimes involving actual or potential harm to person(s) or property; sex or morals related crimes; crimes involving possession, manufacture, sale or delivery of any controlled substance, or weapons; fraud or financial crimes. Theft by check may be waived if all security deposit(s) and rent payments are paid by money order, certified check, or cashier's check. Denial of applications or occupancy may be made regardless of the final disposition of any criminal prosecution.

**MAXIMUM OCCUPANCY:** Two persons per bedroom or two persons in an efficiency apartment. Two persons in a 1-bedroom apartment. Three persons in a 1-bedroom apartment that also has a den, study or sun room. Four persons in a 2-bedroom apartment. Six persons in a 3-bedroom apartment. Infants (persons under 24 months of age at the time of lease or renewal) will not be counted in the determination of occupancy.

**APPLICATION FEE:** A non-refundable \$40.00 application fee will be required for each application to cover the cost of credit, criminal, and background checks.

**ADMINISTRATION FEE:** Once approved, the next step is reserving the unit by paying the \$60.00 non-refundable administration fee. This payment reserves the unit until the agreed upon move in date, and partially defrays the cost of administrative paperwork. This non-refundable administration fee is due within 72 hours of application approval. If we do not receive the administration fee within 72 hours of application approval, the rental application will be considered void, and the unit will be made available to other applicants. The non-refundable administration fee is not a security deposit. In addition, if the applicant decides to cancel their reservation, the administration fee will not be refunded, and will be retained by us as liquidated damages.

**UTILITIES VERIFICATION:** Before signing the lease you will need to provide us proof the following applicable utilities have been transferred into your name.  
GREENSBORO: Water (336) 373-2489 | Electricity (800) 777-9898 | Natural Gas (800) 752-7504

**SECURITY DEPOSIT:** Security deposit requirements vary among locales and markets, and may differ among individuals based upon objective factors such as credit and rental history. The security deposit must in the form of a separate check or money order.

**RENT PAYMENTS:** Rent is due the 1<sup>st</sup> day of each month and considered late on the 2<sup>nd</sup>. You will be charged a late fee as per-your-lease agreement if we do not receive your full rent payment by the 5<sup>th</sup>. We encourage tenants to pay online or with cash at CVS Pharmacy or ACE Cash Express. Payments made online or at CVS Pharmacy and ACE Cash Express are posted and credited to your account immediately, with no risk of mail delay. When paying by mail, please take into consideration Sunday(s) and holiday(s) when the USPS is closed. We do not accept personal checks after the 5<sup>th</sup> of the month. NSF Check Fee is \$25

**PARKING POLICIES:** Each community or property has restrictions that limit the type and number of vehicles that may be parked on the property. All vehicles must be registered with Four Corners Property Management, LLC. Be sure to check/verify the property's specific parking requirements prior to submitting an application. Do not park on the grass. Inoperable or unlicensed vehicles are not allowed on the property. Violators will be subject to towing at their own risk and expense.

**PET POLICY:** NO ANIMAL IS AUTHORIZED WITHOUT MANAGEMENT'S PRIOR WRITTEN PERMISSION AND THE EXECUTION OF AN ANIMAL ADDENDUM. SOME PROPERTIES DO NOT ALLOW PETS. WE ALSO REQUIRE PROOF FROM YOUR VET THAT ALL PETS ARE CURRENT ON REQUIRED VACCINATIONS/SHOTS. A \$200 FINE WILL BE ASSESSED AND POSSIBLE EVICTION IF CAUGHT WITH AN UNAUTHORIZED ANIMAL. If and when an animal is permitted on a property, a non-refundable fee, additional rent, and additional deposit may be required. Additional fees, rent and deposits will not be required, and breed restrictions may not apply, as an accommodation for a disabled person's service animal, or emotional support animal. We do require valid legal documentation as such. Generally, acceptable animals include domestic cats, fish ( maximum tank size: 20 gallons ), birds and dogs. Dogs that are purebreds or mixes of the following breeds are prohibited: Akita, Alaskan Malamute, Chow-Chow, Doberman, German Sheppard, Great Dane, Pit Bull ( also known as: American Staffordshire Terrier, American Pit Bull Terrier, Staffordshire Bull Terrier ), Rottweiler, Saint Bernard, Shar-Pei, and Siberian Husky. In addition, all other animals are prohibited, including but not limited to, snakes, ferrets, iguanas, potbelly pigs, rabbits, and insects. The numbers of any given animals allowed are property specific.

**PET WASTE:** Tenants are responsible for the collection and the proper disposal of their pets waste. Immediately remove, and appropriately dispose of any pet feces, waste and litter deposited by your pet on the grass, common grounds, shrubs, flower beds, sidewalks, parking lots, etc. A \$200 fine will be assessed to any tenant who violates this policy.

**TRASH DISPOSAL:** Trash should be securely bagged and placed in the appropriate dumpster or trash container. Boxes of all sizes must be broken down and bagged. Trash and trash bags are prohibited on, in, under, or around entry areas, walkways, patios or balconies and all common areas. Large items, old furniture, appliances, mattresses, etc, will not be picked up and the disposal of these items are the sole responsibility of the tenant. If you witness a resident disposing of trash improperly; please note the date, time, apartment number, take photos if possible, then contact us immediately. A \$200 fine will be assessed to any tenant who violates this policy.

**WATER:** If a water allowance is included in your lease, please be aware this means reasonable and responsible indoor usage only. Tenants with a water allowance are strictly prohibited from using outside water spigots/faucets for washing vehicles or any other reason.

**RENTERS INSURANCE:** Tenants are solely responsible for insuring their own personal property that is located or stored upon the property being leased. Any damage, destruction or loss resulting from theft, storm, fire and any other hazards and casualties are your sole responsibility. We highly recommend tenants get renters insurance.

**SMOKE ALARMS | CARBON MONOXIDE ALARMS:** Test each of your smoke and carbon monoxide alarms upon initial move-in and once a week thereafter by pressing the front test button. If any of your alarms malfunction, quit working, or do not respond when the test button on the front is engaged contact us immediately. Replace batteries every six months with new ones. Battery replacement in all alarms is the sole responsibility of the tenant.

**THEFT: UNDER PENALTY OF LAW,** under no circumstances are tenants allowed to remove smoke alarms, carbon monoxide alarms, fire extinguishers, window air conditioners, refrigerators, ranges or any other appliances/fixtures provided.

**SECONDARY HEAT:** Fireplaces and/or wood stoves are considered a non-essential secondary heat source. No fireplace or wood stove is to be used without written permission from management. All fireplaces and wood stoves must be inspected by a chimney service professional and deemed safe prior to initial tenant use. The cost of required initial inspection, usage, and all other maintenance involved, is the sole responsibility of the tenant. Tenant must provide letter of proof to management from chimney service professional. Using your range/oven to heat your home, kerosene heaters, and all space heaters are strictly prohibited.

**DRAIN LINES:** Never pour grease down the drain. Never put solid foods down the drain. It is the tenants responsibility to keep all drain lines clear. We recommend tenants keep a toilet plunger on hand. If we have to send a plumber and they find the obstruction was caused by the tenant, the tenant shall be held responsible for the entire cost of the plumber's visit.

**FREEZING WEATHER:** To help prevent water pipes from freezing and bursting during freezing temperatures please allow all faucets to trickle. Open cabinet doors under sinks to allow heat around pipes. Make sure to keep your heat set above 65 degrees.

**RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this state. Additional information regarding radon and radon testing may be obtained from your county public health and human services unit. A risk assessment and/or inspection for possible radon gas prior to leasing is the sole responsibility of the prospective tenant.

**LEAD PAINT:** Every tenant of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk for developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and impaired memory. Lead poisoning also poses a particular risk to pregnant woman. The landlord of any interest in residential real estate is required to provide the prospective tenant with any information on lead-based hazards. A risk assessment, inspection, and testing for possible lead-based paint hazards is recommended prior to leasing and is the sole responsibility of the prospective tenant.

**MOLD:** Excess moisture comes from leaks or condensation. Excess moisture can cause mildew and mold problems. Weather leaks from outside and plumbing leaks inside are the landlord's responsibility. Please contact us immediately if you have any weather or plumbing related leaks. Condensation of moisture from the indoor air onto cool surfaces is the tenant's responsibility. To prevent condensation in your home, which can lead to mildew and mold problems, keep all vents open in each room, and allow for adequate ventilation and air flow throughout the home. Wipe down your bathroom after each use especially after showering or bathing. Wipe down your kitchen after each use especially after range/oven usage. In addition, use the exhaust fan above the range when cooking, and a bathroom exhaust fan if available. A risk assessment, inspection, and testing for possible mold hazards is recommended prior to leasing, and is the sole responsibility of the prospective tenant.

**WELL WATER:** Homes with well water may experience low pressure, distasteful or discolored water. There may also be an unpleasant sulfur odor. Well water can also discolor hair and/or clothing. Most wells provide a clean and safe supply of water for many people, however contaminants can get into a well water source. Additional information regarding well water and it's safety, including the health risk involved in it's use, may be obtained from your county public health and human services unit. A risk assessment, inspection, and testing are recommended prior to leasing and each year thereafter and are the sole responsibility of the prospective tenant/current tenant.

**PEST EXTERMINATION:** We present a pest free environment. It is the tenants responsibility to keep the premises free from pest.

**LOST KEYS & LOCKOUTS:** Contact a locksmith. Tenant is solely responsible for the cost of locksmith services. If your lock is re-keyed or replaced you must notify us immediately and bring a duplicate key to our office within three business days. Do not break into your home. If you damage the property you could be charged with destruction of property and will be held responsible for the entire cost of repairs. We encourage tenants to make several backup copies of their keys.

**FILTERS:** It is the tenants responsibility to replace and maintain filters such as HVAC, water, and any others; unless otherwise indicated.

**WALLS:** Protect walls from damage, please use command products ([www.command.com](http://www.command.com)) available at most retailers.

**WATER FURNITURE:** Waterbeds or any other water furniture is strictly prohibited.

**DIGITAL THERMOSTAT:** Battery replacement is the sole responsibility of the tenant. Replace batteries every six months with new ones.

**MAINTENANCE ADDENDUM:** Please also refer to the maintenance addendum of your lease which may include additional items specific to your rental property. The additional maintenance items listed herein are considered an extension of that addendum.

**MAINTENANCE REQUEST:** Maintenance request can be made by phone, fax, or through our website at [www.TriadRentNow.com](http://www.TriadRentNow.com). Please provide us a current contact phone number when making a request. Once we receive your request, a repairman will call you to schedule an appointment. An adult with a valid I.D. will need to be home at the scheduled time to allow the repairman inside. Please contact us at least 8 hours in advance if you need to re-schedule or cancel. If no one is home when the repairman arrives the tenant will be charged a fee for time and gas wasted. If you have a life-threatening emergency such as a fire, gas leak, broken water line, etc. evacuate the premises immediately and call 911.

**REVISIONS:** This statement of rental policy may be updated from time to time without notice in order to remain in compliance. It is the sole responsibility of the prospective tenant/current tenant to keep themselves informed of any changes. Please visit our website at [www.triadrentnow.com](http://www.triadrentnow.com) periodically to view the most current version available.