

CIRCA PROPERTIES, LLC

GENERAL POLICIES AND INFORMATION

Name (Please Print) _____
Phone: (____) _____ SS# ____-____-_____
Driver's Lic.#: _____
Birthdate: _____ Sex M F

Name (Please Print) _____
Phone: (____) _____ SS# ____-____-_____
Driver's Lic.#: _____
Birthdate: _____ Sex M F

Email address: _____
(please write clearly, we use email for important notifications)

Email address: _____
(please write clearly, we use email for important notifications)

Circle what your student status will be when **you move in**:
School You Attend: UF Santa FE Other None
Expected Graduation Date: _____ Undergrad Grad

Circle what your student status will be when **you move in**:
School You Attend: UF Santa FE Other None
Expected Graduation Date: _____ Undergrad Grad

Parents/Next of Kin:

Name: _____
Phone: _____
Address: _____
City: _____ State: ____ Zip: _____

Parents/Next of Kin:

Name: _____
Phone: _____
Address: _____
City: _____ State: ____ Zip: _____

Name of Guarantor: _____
Email address of Guarantor: _____
(Guarantee form will be sent via email directly to Guarantor)

Name of Guarantor: _____
Email address of Guarantor: _____
(Guarantee form will be sent via email directly to Guarantor)

Have you ever been convicted of a crime? Y N
If yes, you authorize us to perform a criminal background check. What crime? _____

Have you ever been convicted of a crime? Y N
If yes, you authorize us to perform a criminal background check. What crime? _____

You certify that the information provided above is true and correct. If any of this information is found to be false it is a breach of the lease and shall be subject to termination by us.

We'd love to know how you became aware of us. Please feel free to make more than one selection:

- Online:
- Google Search
 - Craigslist advertisement
 - Circaproperties.com
 - Swamprentals.com
 - Rent.com
 - Apartmentguide.com
 - Facebook advertisement
 - Instagram advertisement
 - UF's off-campus housing website

- Offline:
- Referred by a current resident
(Resident Name): _____
 - Referred by a visitor or non-resident friend
 - Signs at the property
 - Newspaper advertisement
 - RTS bus advertisement
 - Received a postcard or letter
 - Other: _____

Repair Requests: Any request for repair or replacement services must be submitted by you in writing using a service request form. By submitting a service request, you are granting us access to your residence to evaluate and/or complete the request as soon as possible during normal business hours. Our complying with or responding to any oral, email, phone request, or request by someone other than you (such as a parent or interested party) doesn't waive the strict requirement for written notices under this lease. Exceptions would be emergency issues such as fire, explosion, or crime in progress which should be addressed by calling 911, or uncontrollable water or sewage overflow, electrical shorts, or similar emergencies where you must immediately call the office or our emergency maintenance number.

Deliveries: We conditionally agree to accept mail deliveries on your behalf from mail/package couriers, however we have the right to refuse any package or delivery without incurring liability to you. While we store deliveries in a locked area, we do not warrant or guarantee safety or security for deliveries accepted. You agree to pick up any delivery we accept on your behalf within a reasonable timeframe after being notified. UPS/FEDEX services will leave a notice posted on your door if a package intended for you will be left at our office; we are under no obligation to notify you that we have received a delivery for you.

Security: Each resident and guest of same has the responsibility to protect himself/herself and to maintain appropriate insurance to protect his/her belongings including items within or on the premises and vehicles from criminal acts, negligent acts, fire, windstorm, hurricanes, plumbing leaks, smoke or any acts of God. Use common sense in practicing safe conduct, such as locking doors and windows—even when you are inside. If you choose to be out at night, be conscious of your surroundings and keep to lighted areas. Recognize that no security system is failsafe, and we disclaim any express or implied warranties of security. Any security services that may be provided by us are for the protection of our property, and we reserve the right to reduce, modify or eliminate any system, devices or services (other than those statutorily required) at any time, without breaching any obligation or warranty on our part. Resident agrees to notify Management promptly and in writing of any problem, defect, malfunction or failure of door locks, window latches, lights, or other access related device. If you wish to activate an apartment's alarm system (if available), it is your responsibility to contract with the alarm system company and pay the fees directly to the provider. Activation of the alarm with the alarm company is your responsibility. If you plan to use an alarm system, you must receive training in the use of the alarm system by the provider prior to activation, your alarm must be registered in compliance with the City of Gainesville Ordinance #0-00-36 and you are responsible for all false alarms that originate from your apartment. If you want an active alarm when you move in, it is your responsibility to initiate and follow the "Early Activation Procedure" which can be obtained at your request.

Phone and Cable Repairs: We provide access for AT&T & Cox but we do not repair or install services for either company.

Locks and keys: You may not change or add exterior locks. As a convenience to you, you can request (with proper identification) that we unlock your apartment for a \$80 charge after office hours, or on weekends or holidays. There is no charge during normal office hours. You may add interior locks with our express written permission, however a key to the lock must be provided to the office and the lock must be changed back to the original hardware upon vacating the apartment or you will be responsible for a minimum \$25 replacement charge plus any labor or repair work associated with returning the unit to its original condition. Unless specified in writing otherwise, you are provided with one apartment key and one mailbox key per authorized resident upon move-in.

Communication: We communicate important information to you by e-mail, phone, or text message, and it is your responsibility to provide and maintain a current e-mail address and phone number with us.

Stairways, hallways, landings, etc.: Fire code requires that these be kept clear at all times. You agree not to store objects including bikes, plants, grills, etc. in these areas or attach any object to the outside of the unit. You will be asked to remove property left in the halls, landings, etc. or be subject to a \$10/day fee. You must take trash directly to the dumpster as health code forbids storing refuse in the hall or outside the unit and there is a \$15 per item fee for any violations.

Payment of rent: The office front door mail slot may be used outside business hours and rent will be considered received as of the following business day. The entire rent must be paid with one payment and we do not accept cash. If you are out of town, lack funds due to delay in financial aid funding or any other reason, you are still required to pay your rent on time. We may apply money received first to any of your unpaid obligations, then to current rent—regardless of notations on checks or money orders and regardless of when the obligations arose.

Sublet: You shall not sublet or assign unit or lease or any part of either without our written consent. There is a \$150.00 charge for subleasing all or part of a residence. It is your responsibility to provide a suitable tenant to sublet, and an inability to find one **does not relieve you of any obligation to pay rent, utilities, and/or any other Lease obligations.** A sublet adds a new resident to the Lease as an occupant of the unit; it does not remove you from your obligations under this Lease. The condition of the unit when a sublessor takes occupancy is between you and the sublessors, however, the unit must be left in clean, ready to rent condition at the end of the Lease.

Radon Disclosure: We are required by Florida Statute 404.056(5) to give the following notification to you. “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 Florida. Additional information regarding radon and radon testing may be obtained from your county health department.”

Mildew and Mold: Mold consists of naturally occurring microscopic organisms which reproduce by spores and is found virtually everywhere in our environment, particularly in Florida where high heat and humidity provide an environment conducive to mold growth. Some types of mold are harmless, but other types and amounts of mold can lead to adverse health effects and/or allergic reactions. Reducing moisture and proper housekeeping significantly reduces the chance of mold and mold growth. We recommend that you use air conditioning to keep humidity low, use exhaust fans when showering or cooking, and keep your apartment clean and free of moisture and spillage. Additional information regarding mold and mold testing may be obtained from your county public health unit. We make no representations to you concerning the presence or absence of mold in the apartment at any time or in any quantity. You hereby expressly release us from any personal injury, loss, claim, liability or damage now or hereafter arising from or related to the presence at any time of mold in the apartment. You must also report to us within 24 hours in writing of any leaks including plumbing, A/C, appliances, any evidence of moisture buildup such as discoloration of walls or ceiling. If mold has occurred on a small non-porous surface such as flooring or shower curtains, you agree to clean the area with soap or detergent and a small amount of water, let the surface dry, and then apply a nonstaining cleaner such as Tilex or Clorox cleanup 24 hours later. Failure to comply can result in your being held responsible for property damage to the dwelling and any health problems that may result. If you see or suspect mold or mildew may be present in any but a transient form, you must notify us within 24 hours, followed by certified mail within 48 hours.

Bed Bugs: Bed bugs are almost always introduced to a residence by a human’s activities. They are usually introduced by bringing personal items such as luggage, bags, or furniture from an infected location. If after the first 30 days of your tenancy bed bugs appear in your unit, you acknowledge that treatment will be at your expense. We will arrange for treatment through our pest control company. However, it is your responsibility to follow the pest company’s procedures to properly prepare the unit for treatment. If you do not comply with these procedures and the treatment is unsuccessful, you will not only be financially responsible for subsequent treatments, but also for any treatment to adjoining units that may be affected.

Waiver of Jury Trial: To minimize legal expenses and, to the extent allowed by law, you and we agree that a trial of any lawsuit related to this lease shall be to a judge and not a jury.

General and Miscellaneous: Circa Properties is authorized to receive or send notices and demands and these shall come from or be delivered to the address stated at the top of the lease. These policies shall remain in effect if the Lease is renewed, extended, modified, released, or surrendered. You shall have 10 days after lease start to provide a list of any pre-existing damage or missing items in your unit, otherwise you agree the unit was received in a clean, safe, and good working condition. At the termination of the lease, the unit must be returned in its original, ready to rent condition. We reserve the right to charge for occupancy in excess of the number of bedrooms. Advance moneys paid by you are deposited in a non-interest bearing account with Wells Fargo Bank, 104 N. Main Street, Gainesville, FL. 32601. Interest is not paid, in accordance with Florida law. If the premises are damaged or destroyed by fire, water, wind, or other act of God, we reserve the right to terminate this lease and adjust the rent up to the date of the casualty. You authorize us to release your name and driver’s license number to the City of Gainesville Parking Division so you may obtain a Neighborhood Parking Permit if desired. Parking areas are monitored with Roam Towing, meaning any vehicles (including scooters) that do not display a valid parking decal or hangtag may be towed without notice to you or us.

General Conduct and Prohibited Actions: You and your occupants or guest may not engage in the following activities: behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety, or convenience of others in or near the apartment community; smoking indoors; placing adhesives on walls, doors, or appliances; placing signs, posters, or decorations, of any sort in windows in such a manner that they are visible from the exterior; painting the apartment another color or gloss without our written permission; bringing/storing any hazardous materials including but not limited to gasoline or propane canisters; injuring our reputation by making bad faith allegations against us to others; damaging or defacing the premises, accessing areas not intended for your use such as attics, fire/communications service closets, storage rooms; removing or disabling a smoke detector or battery without replacing it with a working battery (punishable under state statute for \$100 plus one month’s rent, actual damages including damage/liability to others, and attorney’s fees). Unit may be used for residential purposes only. If you are enrolled as a student in a college or university, you agree to be bound by the rules and code of conduct of the college or university in which you are enrolled.

The undersigned agree to these policies:

Lessee: _____ Date: ___/___/___

Lessee: _____ Date: ___/___/___

Lessee: _____ Date: ___/___/___

Lessee: _____ Date: ___/___/___