

LEASE AGREEMENT

This LEASE, entered into by **Brown Property Management** hereinafter called "Management, Management Agent or Landlord" and

1. _____
 Name Social security number DL State/#

2. _____
 Name Social security number DL State/#

3. _____
 Name Social security number DL State/#

4. _____
 Name Social security number DL State/#

5. _____
 Name Social security number DL State/#

6. _____
 Name Social security number DL State/#

7. _____
 Name Social security number DL State/#

8. _____
 Name Social security number DL State/#

called "Resident(s) or Tenant(s)". All persons living in the leased premises must sign this Lease. All **Residents** shall be jointly and severally liable for all terms of this lease. Each Resident is responsible for the total amount of the rent and all terms of this agreement.

Landlord and Tenant, in consideration of their mutual undertakings, agree as follows:

Landlord hereby leases to Tenant and Tenant hereby leases from Landlord: 205 E. 20th St. #3 (Hereinafter referred to as "Leased Premises") and all appurtenances thereto for the term of this Lease.

The terms of this Lease begins on _____ and ends on _____.

Tenant without demand or notice shall pay rent in the sum of _____ Dollars (\$) _____ in monthly installments of _____ Dollars (\$) _____ payable on _____ and on the first (1st) of every month for _____ (**11**) successive months, or before the first (1st) day of each month in advance, at the Landlords address as set forth in this Lease, or other address as directed by Landlord. **Payments not made as one single payment or check may be subject to an additional charge of ten percent (10%). Time is of the essence is implied in this agreement, that is to say that time is an important element of this agreement. Payment for rent or monies not made on the date due will be subject to additional fees not to exceed ten percent (10%) of the monthly installments. This amount will automatically be added to the monthly installment.** Tenant agrees that this late fee is not disproportionate to the Landlord's loss and actual expenses and is not a penalty. Total late fees assessed for a late installment will not exceed \$100.00. Tenant agrees that any payment or partial payment will first be applied to the payment of late fees and the balance, if any, to the next installment of rent.

This Lease is upon the following covenants, terms and conditions set forth on the following pages and attachments:

1. PAYMENT

All payments pursuant to this lease should be made payable to:

BROWN PROPERTY MANAGEMENT

**Delivered or mailed to: 899 S. College Mall Road #136
Bloomington, IN 47401**

**Hand Delivered to: 899 S. College Mall Road #136 (UPS Store Box 136)
Bloomington, IN 47401**

2. SECURITY PAYMENT

The sum of _____ Dollars (\$ _____) is hereby paid by Tenant as security (and not as a payment of rental, final or otherwise) for the full and faithful performance by Tenant of all its duties under this Lease and without any liability on Landlord for interest. In an Event of Default as heretofore defined, Landlord may apply such sum to any liability; for damages caused Landlord without waiving or limiting its right to further hold Tenant for liability, cost or damages otherwise due. Within forty-five (45) days after the termination of this Lease, Landlord shall repay to Tenant all or such part of the sum paid as security to which Tenant shall be entitled, in accordance with Indiana Law. The check and accounting of security deposit will be issued to the names on this document and mailed to the single name and address as provided to the landlord in writing. If none is provided it will be mailed to the information provided in paragraph 6 of this document. Tenants may not apply the Security Deposit to rent payments. Tenants agree to notify landlord of any contest or dispute of the summary statement accompanying the deposit within forty-five (45) days of issuance of said deposit settlement statement. Tenants hereby authorize Landlord to deduct the following in addition to the above, from the Security Deposit:

- (a) cost of repairs, replacement, repainting, refurbishing of the Leased Premises; other than reasonable wear and tear.
- (b) cost of repair of fixtures or appliances caused by other than reasonable wear and tear;
- (c) cost of reasonable cleaning expenses, including professional floor reconditioning; see
- (d) Attachment B; Landlord Handbook; Attachment D and Cleaning Requirements.
- (e) cost of non-paid rental payments including late fees, finance charges and legal fees;
- (f) cost of other items not listed here in at a rate not to exceed 125% of the actual cost.

An addendum with some costs of the above items is attached to this lease. The Landlord will not pay interest on the security deposit.

3. CLEANING FEE

The sum of _____ Dollars(\$ _____)

Is hereby paid by the Tenant as a fee (and not as a deposit) for the purpose of cleaning the unit at the conclusion of the lease term. If the cost of cleaning exceeds this amount the tenant will be responsible for the additional costs.

4. CARPET CLEANING FEE

The sum of _____ Dollars(\$ _____)

Is hereby paid by the Tenant as a fee (and not as a deposit) for the purpose of cleaning the carpets in the unit at the conclusion of the lease term. If the cost of carpet cleaning exceeds this amount the tenant will be responsible for the additional costs

5. LOCK FEE

The sum of _____ Dollars(\$ _____)

Is hereby paid by the Tenant as a fee (and not as a deposit) for the purpose of changing all entry locks at the unit prior to the start of the lease term.

6. OFFICIAL OR MAIN CONTACT & FORWARDING ADDRESS

Tenant has provided a single name, address & phone number to be used by Landlord for contact prior to and after the lease period. This address is also deemed sufficient for the return of the security payment & security itemized statement as set forth in Section 1, if landlord is not notified differently. Security payment will be returned to this address in a form of a single check made payable to all Residents.

Name: _____
Address: _____
Cell Phone: _____

7. OCCUPANCY

The number of Tenants or occupants of the Leased Premises shall not exceed _____ adult persons.

8. PETS

(A) No pets shall be allowed in, on, or about the premises. Pets include any and all animals and any pet on the premises without prior written permission may result in the tenant being in default of this agreement.

_____ Tenant Initials _____ Agent Initials

(B) Tenant may have pets in, on, or about the premises with prior written permission of the Landlord. The Landlord shall have the sole discretion as to what pets, if any, shall be allowed. Pets include any and all animals and any pet on the premises with or without prior written permission may result in the tenant being in default of this agreement.

_____ Tenant Initials _____ Agent Initials

9. UTILITIES

Tenant shall contract for and pay for all utilities, which serve the premises unless otherwise stated herein. Landlord will provide service for the all public utilities to the exterior of the building. Tenant is responsible for installation and maintenance of the services from the exterior to any specific location in the dwelling. Tenants are responsible for paying the charges and deposits for all utilities. *Utilities must be put in the name of tenant within three (3) business days of occupancy.* When Landlord provides utilities as part of the lease agreement, Tenant will be responsible for excessive usage or may be considered in breach of this lease agreement. Excessive usage will be determined by comparing Tenant usage with the average usage for the previous years, as provided by the appropriate utility company.

	TENANT PAYS:	LANDLORD PAYS:
Electricity	_____	_____
Natural Gas	_____	_____
Water & Sewer	_____	_____
Trash	_____	_____
Television Cable	_____	_____
Broadband	_____	_____

10. RULES & REGULATIONS (Use, Quiet Enjoyment, Compliance with Laws, Signs)

If Tenant shall perform all of the terms, covenants and agreements herein provided to be preformed on Tenant's part, Tenant shall, at all times during the term, have the peaceable and quiet enjoyment of possession of the Leased Premises without any manner of hindrance from the Landlord or any parties lawfully claiming under Landlord.

Tenants shall maintain the dwelling unit temperature at or above 58 degrees Fahrenheit during the winter months to prevent frozen water pipes. Failure to maintain a temperature of 58 degrees Fahrenheit may result in a \$100 charge and the tenant will be responsible of any damages.

The Leased Premises shall be used by the Tenant only for the purpose of a private dwelling. Tenant shall keep the Leased Premises in a clean and orderly condition and shall conduct themselves in a careful and safe manner. Tenant shall not use the Leased Premises or maintain them in any manner constituting a violation of any ordinance, statute, regulation, in order of any governmental authority, including without limitation, zoning ordinances, nor shall Tenant maintain, permit, or suffer any nuisance to occur or exist on the Leased Premises. Tenant shall not affix to or upon the exterior of the Leased Premises any sign, insignia, or decoration without the prior written consent of Landlord, which consent shall not be unreasonably withheld.

Tenant agrees to abide by the information and regulations contained in the Landlord Handbook and any additional information given to the Tenant during the lease term by the Landlord. Information may be given to Tenant in writing, verbally or electronically and is deemed sufficient when presented to Tenant. This information and regulations may be for the benefit of the Tenant or the Landlord. Said regulations and addenda are hereby incorporated by reference to this lease when they are delivered in writing to the tenant's leased premises or given directly to the tenant. A breach of rules and regulations or any provision in the lease is considered a substantial breach of the lease, which, at Lessor's opinion, may subject you to a suit for ejectment and damages.

11. CONDITION OF PREMISES & INSPECTION

Tenant acknowledges that the Leased Premises including appliances, furnishings and adjacent areas, have been examined prior to the execution of the Lease. Tenant accepts the Leased Premises as habitable in its present condition. Tenant hereby acknowledges that the property may experience wear and tear prior to the commencement of this Lease. Tenant acknowledges that no representation, warranty or promise has been made by Landlord or its agents as to the condition or repair of the Leased Premises. Landlord is not and shall not be responsible for or bound by any express or implied warranties, guarantees, promises, statements or information pertaining to the Leased Premises made by the Landlord or on the behalf of the Landlord unless such information is contained in this Lease. Tenant agrees to complete a move in inspection with the Landlord within ten (10) days of receiving the property. Items found not to be in the same condition as of the date of this agreement or not as expressed in this agreement, require notice to cure from Tenant and sufficient time for Landlord to cure, and do not result in a default of this agreement. Tenant will return the lease premises to the landlord upon the completion of the term of this agreement in the same condition as they were received and not the condition at the time of execution of this Lease. Landlord agrees to provide the property in accordance with required State and Local statutes. Tenant accepts the lease premises "as is".

12. PEST CONTROL

Landlord shall not be liable for the presence of insects, bugs, and vermin, if any, in the leased premises, nor for damage there from, nor shall their presence in any way affect this lease. The Landlord shall provide for pest control service, at the Tenants cost, if requested.

13. LANDLORD MAY MOVE OR REMOVE

Landlord may move or remove tenant's personal property in the event of an emergency or other event, which could result in damage to the personal property of the tenant or the leased premises.

14. ACCESS BY LANDLORD TO LEASE PREMISES

Landlord, Management, Management agent, Landlord's agents and Prospective lessees, purchasers or mortgagees shall be permitted to inspect and examine the Leased Premises at all reasonable times and Landlord shall have the right to make any repairs to the Leased Premises which Landlord may deem necessary, but this provision shall be construed to require Landlord to make repairs except as in otherwise required hereby. For a period commencing nine (9) calendar months prior to the expiration of the term of this Lease or upon receiving notice of non-renewal from Tenant, Landlord may maintain "For Rent or Lease" signs on the front of any part of the Leased Premises and show the property to perspective new tenants. Permanent signage will be on the property for the entire term of this agreement.

15. ALTERING & MAINTENANCE OF LEASED PREMISES

Tenant shall not cause or permit any alterations, additions, or changes of or upon any part of the Leased Premises without first obtaining the written consent of Landlord. All alterations or changes to the Leased Premises shall be made in accordance with all applicable laws and shall become the property of Landlord. Tenant shall not place nails or other hanging devices in the walls of said premises. Landlord, promptly after written notice from Tenant, shall make all repairs necessary to maintain the following in the same condition they are now in, except to the extent that the acts of neglect of Tenant, its employees or invites necessitate such repairs.

Tenant shall make all other repairs not required be made by Landlord to maintain the Leased Premises in the same condition that they are now in. These repairs include, but are not limited to the following: appliances, stopped-up drains, broken windows, counter tops, fixtures, walls, ceilings, floors and floor coverings. Tenant accepts the Leased Premises in their present condition. The preceding sentence is not intended to limit, modify or release Tenant from any liability it may have for damages or destruction. Any

hazards on the property must be reported to the landlord immediately.

16. SNOW & ICE REMOVAL

Landlord is not responsible for snow or ice removal of private and public walks or private drives. Tenant is responsible for maintaining private and public walks in accordance with local ordinances. If landlord receives tickets for failure to comply with ordinances these will be the responsibility of the tenants as well as a \$100.00 fee for owner compliance.

17. LAWN MOWING & LAWN MAINTENANCE

Tenant **SHALL NOT** be responsible for lawn mowing of said premises; however, the property is to be maintained in a manner that allows for ease in mowing. Control of insects or animals shall be the Tenant's responsibility. The Tenant accepts the Lease Premises "as is." Tenant is responsible for animal waste and lawn cleaning necessary to be done prior to lawn mowing.

18. RENTAL APPLICATION

Tenants shall complete and sign a RENTAL APPLICATION form and be responsible for updating this form as information changes. This form shall be used by the Landlord for reference check, emergency, medical, legal, damage, disaster, and related purposes.

19. RENTERS INSURANCE & DESTRUCTION OF PREMISES

Tenants are responsible for and hereby advised to obtain and maintain a renter's insurance policy. Landlord is to be named as an additional insured.

20. ASSIGNMENT & SUBLETTING

Tenant shall not assign, mortgage, encumber, or transfer this Lease in whole or in part, or sublet the Leased Premises or any part thereof, nor grant a license or concession in connection therewith without the prior written consent of Landlord, which consent shall not be unreasonably withheld. Landlord will charge a fee of \$100.00 for consent to sublet and an additional deposit of \$250.00. All deposits will be held by the landlord until the termination of this lease agreement and will be returned in accordance with Section 6 of this document. This prohibition shall include any act, which has the effect of an assignment or transfer, which occurs by operation of law, except any transfer or assignment resulting from the death of tenant, if a natural person. Landlord shall have the right to assign or transfer this Lease in whole or in part without consent of the Tenant. Tenant understands that the Landlord may or may not be the person, persons or entity, which holds title to the property. Any agreement to allow subletting will not release tenant from the obligations to pay rent.

21. SURRENDER & HOLDOVER

Upon the expiration or sooner termination of this Lease, Tenant shall surrender to Landlord the Leased Premises, together with all other property affixed to the Leased Premises clean and in the same order and condition in which Tenant received them, the effects of ordinary wear, acts of God, casualty of war excepted. Tenant is responsible for removing all personal property. If landlord removes any personal property, tenant is responsible for any damages resulting from the removal. Any damage to the Leased Premises caused by such removal shall be repaired by Tenant prior to the expiration of the term. Landlord may, if Tenant fails to remove personal property deemed such property the landlord. Tenant is hereby notified that the lease expires as of the date stated on Page 1 of this document and will surrender the premises prior to the expiration of this agreement.

22. NO EARLY SURRENDER

Tenant expressly agrees not to surrender the premises or vacate it prior to the expiration of the lease without first having obtained written permission from the Landlord. The Tenant agrees to be responsible for rental fees as stated in this agreement in the event of an eviction, until a new tenant takes possession of the leased premises. Landlord will make reasonable attempts to mitigate after an eviction.

23. CONDEMNATION

If the entire Leased Premises, or such portion thereof as will make the remainder unsuitable for the use permitted by this Lease, is condemned by any legally constituted authority, or if a conveyance or other acquisition in lieu of such condemnation is made, then this Lease shall terminate as of the date possession is required by the condemner. If a portion of the Leased Premises is condemned but the remainder is still suitable for the use permitted by this Lease, this Lease shall not terminate but a portion of the rent for the rest of the term shall be abated in proportion to the amount of the Leased Premises taken. All compensation paid in connection with the condemnation shall belong to and be the sole property of Landlord.

24. MECHANICS' LIENS

Tenant shall not permit any Statement of Intention to hold a Mechanic's Lien to be filed against the Leased Premises or any part thereof nor against any interest or estate therein by reason of labor, services or materials claimed to have been performed or furnished to or for Tenant.

25. DESTRUCTION

If the Leased Premises should be damaged or destroyed by fire or other cause to such an extent that the cost of repair and restoration would exceed 30% of the amount it should cost to replace the Leased Premises in their entirety at the time such damage or destruction took place, then the Landlord shall have the right to cancel this Lease by giving Tenant notice within thirty (30) days after the occurrence of such damage or destruction and this lease shall terminate as of fifteen (15) days after the date such notice.

26. ADVANCES & INTEREST

Upon the occurrence of any Event of Default the Landlord may cure or cause to be cured the Default at the expenses of the Tenant. If Landlord is required to pay or elects to pay any sum of money to cure the default, these monies shall be reimbursed by the Tenant to the Landlord upon demand. All sums to which Tenant is in default of payment shall bear interest at the rate of Eighteen percent (18%) per annum until paid

27. FEES IN THE EVENT OF BREACH OF THIS AGREEMENT

In the event Landlord retains an attorney Tenant shall pay the landlord's reasonable legal cost and attorney's fees incurred in successfully enforcing against the tenant any covenant, term or condition of this lease, by the Management, Management Agent or Landlord or Owner of the property. In the event of a court suite, Tenant agrees to pay a minimum fee of \$250.00 to cover the actual cost of the suite whether an attorney is used or not. All cost of collection and re-letting are the responsibility of the tenant in the event of a breach of this agreement.

28. KEYS & LOCKS

Landlord shall provide industry standard locks on all exterior doors. No additional locks may be installed or locks changed without prior permission from landlord. Failure to comply with this paragraph by Tenant may result in a charge of \$100.00 and the cost of restoring the property to the original condition. Any keys not returned to the Landlord at the termination of this Lease shall be charged to the Tenant at the rate of \$10.00 per key. If the Tenant requires the assistance of the Landlord to gain entrance to the premises during the term of this Lease, there will be a charge of \$25.00. Landlord does not provide keys for interior doors.

29. INDEMNIFICATION & RELEASE

Regardless of whether or not, separate, several, joint or concurrent liability may be imposed upon Landlord, Landlord acknowledges that Landlord is responsible for any acts of negligence committed by the Landlord or the Landlord's agent. Tenants agree to be responsible for any acts of negligence committed which causes injury to Tenant or the Landlord's property. Tenant agrees to be responsible for any acts of negligence committed by Tenants which cause injury to a third party on the Landlord's property. If Landlord shall, without fault, become a party to litigation commenced by or against Tenant, then Tenants shall indemnify and hold Landlord harmless. The indemnification provided by this Section shall include Landlord's legal cost and fees in connection with any such claim, action, or proceeding.

30. EVENT OF DEFAULT

Any of the following shall be deemed an Event of Default:

- A. Failure to pay any installment of rent when the same becomes due and the failure continues for 5 days;
- B. Tenant's failure to perform or observe any other covenant, term or condition of this lease to be performed or observed by Tenant and if curable, the failure continues for 15 days after written notice thereof is given to tenant;
- C. Abandonment of Leased Premises. Failure of the Tenant to be present in the Leased Premises for fifteen (15) days without having notified the Landlord in advance shall constitute an Event of Default;

For the purpose of this agreement and this paragraph, the term "Tenant" shall include any assignee, sublessee, or guarantor of Tenant.

31. OTHER TERMS OR CONDITIONS

- - REMAINDER OF PAGE LEFT BLANK INTENTIONALLY - -

32. GENERAL AGREEMENT OF THE PARTIES

This Lease shall extend to and be binding upon the heirs, personal representatives, successors and assigns of the parties. This provision, however, shall not be construed to permit the assignment of this Lease except as may be permitted hereby. When applicable, use of the singular form of any word shall mean or apply to the plural and the neuter form shall mean or apply to the feminine or masculine.

The captions and article numbers appearing in this Lease are inserted only as a matter of convenience and are not intended to define, limit, construe, or describe the scope of intent of such provision. Nonwaiver by Landlord of any default by Tenant shall be effective unless in writing, nor operate as a waiver of any other default or of the same default on a future occasion. Landlord's acceptance of rent shall not be deemed a waiver as to any subsequent default.

Any notice to be given hereunder shall be deemed sufficiently given when in writing, including e-mail, and (a) actually serviced on the party to be notified or (b) placed in an envelope directed to the party to be notified at the following addresses and deposited in the United States mail by certified or registered mail, postage prepaid:

- 1. If to Landlord at: Brown Property Management, 899 S. College Mall Rd. #136 Bloomington, IN 47401
- 2. If to Tenant at: the address of the property as listed on page one of this report.

Such addresses may be changed by either party by written advice as to the new address given as above provided. If there is more than one Tenant, their obligation shall be joint and several. This Lease shall not be recorded.

In Witness Whereof, Landlord and Tenant have executed this Lease this _____ day of _____, _____ and if this lease is executed in counterparts, each shall be deemed an original. This is the signature page of a 8-page document and is subject to attachments. All attachments are signed as of the date of this document.

TENANT:

- 1. _____ Name printed: _____
- 2. _____ Name printed: _____
- 3. _____ Name printed: _____
- 4. _____ Name printed: _____
- 5. _____ Name printed: _____
- 6. _____ Name printed: _____
- 7. _____ Name printed: _____
- 8. _____ Name printed: _____

LANDLORD: _____
For Brown Property Management Name printed: _____

ATTACHMENT A
EMERGENCY CONTACTS FOR TENANT

Tenant provides the following information regarding a parent or other person through whom Tenant may be contacted or whom may be called in an emergency:

1. Name: _____
Relationship: _____
Telephone: _____
Address: _____

2. Name: _____
Relationship: _____
Telephone: _____
Address: _____

3. Name: _____
Relationship: _____
Telephone: _____
Address: _____

4. Name: _____
Relationship: _____
Telephone: _____
Address: _____

5. Name: _____
Relationship: _____
Telephone: _____
Address: _____

6. Name: _____
Relationship: _____
Telephone: _____
Address: _____

7. Name: _____
Relationship: _____
Telephone: _____
Address: _____

8. Name: _____
Relationship: _____
Telephone: _____
Address: _____

9. Name: _____
Relationship: _____
Telephone: _____
Address: _____

10. Name: _____
Relationship: _____
Telephone: _____
Address: _____

11. Name: _____
Relationship: _____
Telephone: _____
Address: _____

12. Name: _____
Relationship: _____
Telephone: _____
Address: _____

13. Name: _____
Relationship: _____
Telephone: _____
Address: _____

14. Name: _____
Relationship: _____
Telephone: _____
Address: _____

15. Name: _____
Relationship: _____
Telephone: _____
Address: _____

16. Name: _____
Relationship: _____
Telephone: _____
Address: _____

ATTACHMENT C
LEAD-BASED PAINT ACKNOWLEDGEMENT

The below signed parties agree to the following terms and conditions in addition to the lease agreement. This is a separate document for the property located at _____.

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

Presence of lead-based paint and/or lead-based paint hazards: Check one

- Known lead-based paint and/or lead based paint hazards are present in the housing (explain)
The dwelling was constructed prior to 1978 and may contain lead-based products. To the best of the landlord's knowledge all surfaces have been sealed or removed thus no lead-based products are exposed
- Lessor has no knowledge of lead-based paint & or lead-based paint hazards in the housing.

Records and reports available to Lessor: Check one

- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.
- Lessor has no reports or records pertaining to lead-based paint and/or lead based paint hazards in the housing.

Lessee's acknowledgment

- Lessee has received copies of all information listed above.
- Lessee has received the pamphlet Protect Your Family From Lead In Your Home.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Tenants Signatures:

1.		Date	
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Brown Property Management

ATTACHMENT D
AGREEMENT TO CLEAN PROPERTY UPON LEASE TERMINATION

The below signed parties agree to the following terms and conditions in addition to the lease agreement. This is a separate document for the property located at _____.

The Tenants agree to clean the property in the following manner.

Kitchen: 1, Sweep and/or mop floors. 2, Clean, empty and wash sink and counter tops. 3, Empty and wash cabinets inside and out. 4, Refrigerator: empty, wash out and dry, clean inside rubber seal, clean and dry all trays, pull outs, ice trays and containers and shelves, clean behind and under unit, wipe down and dry exterior of unit. 5, Dishwasher empty and clean interior including seal, wipe down and dry exterior of unit. 6, Stove empty and clean interior including seal, wipe down and dry exterior of unit. 7, Vent hood/microwave empty and clean interior including seal, wipe down and dry exterior of unit. 8, Lights, make sure all light bulbs in room including those in appliances are good and in working condition. 9, Clean all fixtures, switch plates, outlet plates. 10, Wipe down walls, doors and baseboards. 11, Wash interior and exterior of windows and blinds. 12, Dust for cobwebs.

Living Rooms: 1, Sweep, vacuum and/or mop floors. 2, Lights, make sure all light bulbs in room are good and in working condition. 3, Clean all fixtures, switch plates, outlet plates. 4, Wipe down walls, doors and baseboards. 5, Wash interior and exterior of windows and blinds. 6, Dust for cobwebs.

Bedrooms, Halls and Closets: 1, Sweep, vacuum and/or mop floors. 2, Lights, make sure all light bulbs in room are good and in working condition. 3, Clean all fixtures, switch plates, outlet plates. 4, Wipe down walls, doors and baseboards. 5, Wash interior and exterior of windows and blinds. 6, Dust for cobwebs. 7, Wipe down shelves, rods and hangers in closets.

Bathrooms: 1, Sweep, vacuum and/or mop floors. 2, Lights, make sure all light bulbs in room are good and in working condition. 3, Clean all fixtures, switch plates, outlet plates. 4, Wipe down walls, doors and baseboards. 5, Wash interior and exterior of windows and blinds. 6, Dust for cobwebs. 7, Wipe down shelves, rods and hangers in closets. 8, Thoroughly clean Bathtub/Shower/Fixtures, including removing all soap scum and dry all surfaces, removing all cleaning materials. 9, Thoroughly clean toilet inside and out. 10, Clean Mirror with windex or similar product and make free of streaks.

Miscellaneous: 1, Sweep, vacuum and/or mop floors. 2, Lights, make sure all light bulbs in room are good and in working condition. 3, Clean all fixtures, switch plates, outlet plates. 4, Wipe down walls, doors and baseboards. 5, Wash interior and exterior of windows and blinds. 6, Dust for cobwebs. 7, Wipe down shelves, rods and hangers in closets. 8, Thoroughly clean appliances and fixtures, including under and behind and dry all surfaces.

Tenants Signatures:

- | | | | |
|----|--|------|--|
| 1. | | Date | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

Brown Property Management

ATTACHMENT E
OPTION TO EXTEND LEASE

Tenant and Landlord have the mutual right to extend the terms and conditions of this lease agreement for a specified period and rate. The terms and conditions of such renewal or extension are not set forth in this Lease with the exception of the rental rate for the first extension period and the occupancy dates of the first extension.

The property located at _____.

The initial extension period will be from _____, _____
and end on _____.

The rate will be _____ Dollars (\$ _____)
in monthly installments of _____
Dollars (\$ _____)

The party exercising this option will inform the other party, pursuant to the terms set forth in the lease by the _____ of their desire to extend the lease for a period of one year. The other party will then have 15 days to accept the terms and conditions of the extension. All terms and conditions of this lease will remain in effect for the extension period, unless mutually agreed upon by all parties in an attachment to this lease. The dates of the any further extension(s) and other conditions will be specified in document, which will become an attachment to this lease agreement.

TENANT:

- 1. _____ Name printed: _____
- 2. _____ Name printed: _____
- 3. _____ Name printed: _____
- 4. _____ Name printed: _____
- 5. _____ Name printed: _____
- 6. _____ Name printed: _____
- 7. _____ Name printed: _____
- 8. _____ Name printed: _____

LANDLORD: _____
For Brown Property Management Name printed: _____

ATTACHMENT F
AGREEMENT TO PROVIDE ADDITIONAL EQUIPMENT, SERVICES OR FACILITIES

The below signed parties agree to the following terms and conditions in addition to the lease agreement. This is a separate document for the property located at _____.

In consideration of an additional N/A Dollars (\$ N/A) monthly, to be paid with rent installments on the first of every month, Brown Property Management will provide a N/A for the tenants' use at the above address. Brown Property Management, LLC reserves the right to provide a unit that is new or used. The additional rent as stated above will begin the first month after the _____ is provided unless the unit is provided by the 5th day of that month.

Tenants Signatures:

- | | | | |
|----|--|------|--|
| 1. | | Date | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |

Brown Property Management

ATTACHMENT G
LEASE SYNOPSIS

Property Address: _____
Bloomington, Indiana 47408 _____

Tenants: 1. _____
(# _____) 2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Main Contact: _____

Main Contact Address: _____

Main Contact Phone: _____

Lease Dates: _____
Begin: _____

End: _____

Lease rate: \$ _____ total
\$ _____ per month due on the 1st of the month.

Cleaning Fee: \$ _____

Carpet Cleaning Fee: \$ _____

Lock Fee: \$ _____

Deposit: \$ _____

Utilities included: Water Sewer Trash

Pet: Yes No Fee \$ _____

Other Terms/Conditions: _____

TENANT:
1. _____ Name printed:

2. _____ Name printed:

3. _____ Name printed:

4. _____ Name printed:

5. _____ Name printed:

6. _____ Name printed:

7. _____ Name printed:

8. _____ Name printed:

LANDLORD: _____
For Brown Property Management Name printed: _____

GUARANTEE OF LEASE AGREEMENT

The below signed parties agree to the following terms and conditions and acknowledge the execution of a lease agreement between Brown Property Management, and

This is a separate document for the property located at _____.

The undersigned does hereby guarantee payment of the renter's obligation as stated in the lease agreement, of all sums of money as set forth by the lease. This includes, but is not limited to, payments for rent and utilities due, payments for damages caused by the tenants, and payments due as a result of a breach of the lease. The undersigned agrees that in the event the above named defaults in payment of rent that the undersigned will promptly pay the rent due and unpaid pursuant to the lease agreement.

The undersigned acknowledges that this guarantee is executed for the purpose of causing Brown Property Management to rely heron and to lease the rental property mentioned above pursuant to the terms and conditions of the lease as described in the lease agreement.

To secure payment of rent and the other liabilities of Guarantor hereunder, Guarantor hereby grants to Brown Property Management a security interest in all of Guarantor's personal property and fixtures (whether now or hereinafter acquired) which is now or hereinafter located at the above stated property and in the proceeds thereon, including tort claims and insurance (all hereinafter collectively referred to as "Collateral"). Guarantor authorizes Brown Property Management to file financing statements relating to the Collateral signed only to the Brown Property Management. Upon the occurrence of an Event of Default, Brown Property Management shall have all the remedies of a secured party available under Indiana law. These remedies include, without limitation the right to take possession of the Collateral and for that purpose Brown Property Management may enter upon any premises on which the Collateral, or any part of it, may be situated and removed and Guarantor shall hold Brown Property Management harmless from any liability sustained therein, except through wanton or willful misbehavior. Brown Property Management may require that Guarantor to make the Collateral available to Brown Property Management at a place to be designated by Brown Property Management, which is reasonably convenient to both parties. Unless the Collateral threatens to decline speedily in value or is of a type customarily sold on a recognized market, Brown Property Management shall give Guarantor at least ten (10) days prior written notice of the time and place of any public sale thereof or of the time at which any probate sale or any other intended disposition thereof is to be made. Expenses of retaking, holding, preparing for sale, sell and the like shall include Brown Property Management's reasonable attorney's fees and legal expenses.

Guarantor Signatures:

- 1. _____
Name Date SS# DOB DL State & #
- 2. _____
Name Date SS# DOB DL State & #
- 3. _____
Name Date SS# DOB DL State & #
- 4. _____
Name Date SS# DOB DL State & #
- 5. _____
Name Date SS# DOB DL State & #
- 6. _____
Name Date SS# DOB DL State & #
- 7. _____
Name Date SS# DOB DL State & #
- 8. _____
Name Date SS# DOB DL State & #

_____ Date

Brown Property Management