



20397 Route 19 Suite 228
Cranberry Twp PA 16066
(412) 315-7720 | www.bhsold.com

ADDENDUM TO LEASE

DATED:

PROPERTY:

TENANT:

You have signed a legally binding lease which, in addition to the items below in this addendum, are the rules by which you will be held responsible. This addendum is in place to highlight some of the lease terms and make your transition in and out of the leased premises as easy as possible.

General Rules & Regulations

- Your lease does not require notification for repairs, showings, or site visits, however our office and vendors will do their best to give you at least 12 hour notice when possible.
- Any scheduled appointment or notification of appointment where staff, owner, or vendors cannot enter the premises during reasonable hours will result in a charge of \$100 for a non-entry fee.
- Rent is due on the 1st and late on the 5th. If no previous arrangements are made with the landlord representatives, the office can post a 10-day notice which incurs a \$100 posting fee or file eviction with or without the 10 day waiver in this lease which will result in a \$100 administration fee posted to the tenant account.
- Any lease violations outside of non-payment of rent can also result in a 10-day notice which incurs a \$100 posting fee or file eviction with or without the 10 day waiver in this lease which will result in a \$100 administration fee posted to the tenant account.
- If a magistrate hearing is held for any reason including nonpayment or rent or lease violation, a \$150 hearing fee will be charged to the tenants account regardless of outcome
- Property is a tobacco free property. No smoking is allowed on or near the premises including in common areas.
- Tenants Shall
 - Comply with all building and housing codes affecting the health, safety, life and security of the occupants and neighbors.
 - Remove daily, all garbage, empty cans, bottles, and all other kinds of debris from the rental unit. Bag and tie all garbage and debris and properly place it in designated areas on pick up day.
 - Use in a reasonable manner, all electrical, plumbing, sanitary, heating, air conditioners and appliances furnished by landlord. Tenants will not flush anything but waste & toilet paper down toilets, NO feminine products or wipes will be flushed.
 - Be responsible for basic clogs and any costs associated with basic clogs. Tenant is responsible for the costs associated with replacing furnace filters quarterly and batteries for thermostat when needed. Any missing smoke detectors or fire extinguishers will be replaced at tenants' cost.
 - Not pour grease or any other blocking debris down pipes, sinks, or drains
 - Not deface, destroy, or remove any part of the rental unit, building in which unit is located, or the property upon which the building is situated. No smoking in basement or interior common areas.
 - Not disturb others residing in the building in which tenants live or neighboring properties, especially between the hours of 10:00 p.m. and 8:00 a.m.



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- Furnish to landlord or landlord representatives, in writing, all defects and/or damages to the unit, building in which the rental unit is located, or upon the property upon which the building is situated, and any interruption of utility services vital to the life, health, safety and security of the occupants and visitors. All emergency situations should be called into 724-766-0734. For non-emergency repairs, please submit to ebgrepairs.com. Any repairs requests submitted through other formats may not be responded to in a timely manner.
 - No Satellite Dish shall be mounted on the property without the written consent of the landlord.
 - No hanging of laundry in or about the common areas of the building, or the exterior of the building in which the rental unit is located, or on the property upon which the building is situated.
 - All personal belongings must remain in the unit or in storage areas specifically written in tenants lease unless in writing from the landlord or landlord representative. Any personal items not stored away properly will be removed at the tenant's expense. (Landlord is not responsible any tenants lost or stolen personal items)
 - Inform the landlord, in writing, of any insect and/or pest infestation of any kind. Tenants are responsible for all pest remediation unless written otherwise in the tenants lease. If the tenant does not remedy in a timely manner, landlord and landlord representatives will remediate tenants units and any other affected units and bill to the tenant.
 - Tenants will make every effort not to cause large holes in the wall for hanging. The use of 3M photo hanging strips is recommended. Any hanging of TV's will be removed and patched up prior to moving out by tenant.
 - Tenants must remove all personal items from lawn & sidewalks on days which Lawn Maintenance occurs. Any added expense to remove such items will be at the tenant's expense.
 - Tenants shall not keep, store, or possess in unit, building or property illegal drugs of any kind. Any illegal drugs in the unit shall be a breach of the terms and conditions and a forfeiture of this lease agreement. Landlord shall end this lease agreement by giving notice in writing to Tenant. Tenants shall have no further right of possession to the rental unit. Landlord may take all legal remedies available including the hiring of an attorney and charge Tenant all costs & expenses to re-take possession of the rental unit.
 - Any utility bill that is handled by our office will have a \$10 bill handling fee per bill. These bill handling fee amounts can change at any time with 30 day notice to the tenant.
 - These rules and regulations, and those that may from time to time be added, are a part of the lease agreement and shall be a breach of the terms and conditions, and a forfeiture of the lease agreement for tenant to violate any of the Rules and Regulations. If tenant violates any rules or regulation, landlord, at landlord's discretion, may end the lease agreement, by notice, in writing, and tenant may have no further right to possession of the rental unit.
 - Any and all disputes regarding the rental that results in legal action from the tenant must be addressed to the owner % the management company as written on the first page of this lease under landlord name.
 - Resident, any member of the resident's household, or any guest or other person under the resident's control shall not engage of acts of violence or threats of violence, including but not limited to discharging a firearm, threat to discharge a fireman (with the except of self-defense), prostitution, criminal activity, intimidation of other residents, of any other breach of the rental agreement that otherwise jeopardizes the general health, safety, or welfare of the lessee, lessor, or property management company will be immediate grounds for termination of the lease without waiver of lease break penalty.
 - Owner has the right to sell the property. In the event the property is sold to another investor, all lease terms including lease amounts, due dates, late fees, and addendum will remain in full force and effect until the original



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lease term or renewal of lease has ended. If property is sold to an owner-occupant, 45 day notice will be given to the tenant to vacate the property with deposit being returned in full to the tenant minus any damages or unpaid rent.

_____ If initialed here, the tenant has a flat fee utility as outlined below. Note, the owner has
The right to remove this fee at any time and require the tenant to put utilities into their
Name or reimburse the utility in full.

- _____ Water/sewage/Trash removal
- _____ Electric
- _____ Gas
- _____ Other _____

_____ If initialed here, the tenant is required to sign up and make initial payment to SayRhino
Prior to move-in in lieu of security deposit. Tenant must renew SayRhino policy in
Concurrence with their lease terms and end dates. In the event tenant does not keep
SayRhino policy active or does not renew as needed during renewal periods, tenant will
Be given 30 day notice to vacate the unit and must vacate by the end of 30 day notice. If
Tenant does not vacate within 30 days, a SayRhino Violation Fee of \$5000 in addition to
The lease break fee equal to 2 months rent will be charged to the tenant.

_____ If initialed here, the tenant is leasing a property that is part of an HOA and has
Acknowledged that they have received a copy of the HOA docs. If tenant does not
Receive these docs, they must notify property management for a copy or link. Tenant
Must abide by all HOA guidelines.



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Prior to Move-In

- You will be provided with a list of utility companies for the property you are leasing. All utilities must be in your name PRIOR to the date of move in (with the exception of some lienable utilities which will remain in the owner's name and be invoiced to you). You must provide account numbers and date of account transfer to our office a minimum of 24 hours prior to move in. If these account numbers are not provided we will not turn over keys and will not reimburse any per diem rent or release you from your lease.
- You are required to have renters insurance. The insurance amounts are outlined on your lease but are typically a minimum of \$20,000 personal property and \$100,000 liability insurance (as well as a minimum of \$1,000,000 if the property you are leasing has a pool or hot tub). You or your insurance agent must email, mail, or fax us a copy of the proof of policy a minimum of 24 hours prior to move-in. If not provided we will not turn over keys and will not reimburse any per diem rent or release you from your lease.
- All funds for security deposit, payment for sayrhino, 1st month's rent, credit application fees, and upfront pet fees as applicable must be received by our office a minimum of 24 hours prior to move in. No keys will be turned over if all funds are not received by the time of move in. NO EXCEPTIONS.
- Any funds being turned into our office less than 10 business days prior to your move in date MUST be in the form of certified funds.
- If you are leasing this property without seeing the actual property, please note that you are leasing this property "sight unseen" and are responsible for the lease regardless of the property's actual condition.
- • A \$100 move-in fee will be charged to any tenant who didn't pay an application fee when applying for their property. This fee covers up to 2 adult occupants. A \$50 move-in fee will be charged or each adult occupant over 2

Things to know about renting with us

- Our office is open Monday - Friday, 9-5 (with the exception of holidays and vacations)
- Email and Text messages are the best ways to get a hold of us, as we often check our messages during evenings, weekends, and holidays.
- Please allow 1-2 business days for responses to all inquiries including repairs. We aim to
- Complete all Emergency repairs within 2-3 business days and non-emergency within 1-2 weeks.
- All rent payments after your initial checks should be made online via our tenant payment portal. Check or money order can be sent to our office address above, however online payments are preferred. Rent payments must be postmarked before the 5th of the month to avoid a late fee.
- In many cases we have little to no time between lease periods to address any issues with the property or to clean the home. We will make every effort possible to address any issues including repairs and cleaning prior to your move-in. If we are not able to address any issues that you feel are necessary prior to your move-in, you may elect to delay your physical move in to allow us time to address the issues at hand. Reimbursement for any per diem rent while waiting for repairs are on a case-by-case basis and are not guaranteed. You will not be released for your lease due to condition circumstances or in the event of occupancy permit approval delays, as you are taking the property sight unseen.
- Per your credit application and lease you have leased this property in as-is condition. If there are to be any changes made to the property or it's condition prior to your move-in it must be documented in writing and attached to this lease.
- Prior to your move in our office will document the condition of the property you have leased and fix any known



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issues prior to your move in. You will have an additional 72 hours to notify us of any issues to be added to the move-in report. These issues are for documentation only and may or may not be addressed by the owner.

- Our property management team will be in touch with you regarding your move-in. You will be required to schedule a time with our team for a move-in inspection between the hours of 9-430pm Monday through Friday. If an exception is made for your move-in to remotely pick up keys, your instructions for key pick up will be sent via email at 3pm the day of the start of your lease.
- If you are going to be late on rent for any reason please notify us. Most owners are willing to work with tenants if they are upfront and honest about whatever circumstances you are dealing with. Not hearing from a tenant makes the owners as well as us concerned and more likely to proceed with eviction after the 10 day late payment notice is sent to you.
- All repairs, leasing decisions, waiver of late fees, and property modifications are at the sole discretion of the owner (Please note we are not the owner). Any repair that is considered to be a safety hazard or concern will be addressed, however, any other repair including but not limited to dripping faucets, clogged drains, and water pressure issues are not a safety concern and may or may not be addressed by the owner.
- While the tenant is renting the property, the tenant will be responsible for small maintenance and repairs. This includes but is not limited to; changing light bulbs and fuses, lighting pilots, maintaining smoke alarms, unclogging drains, toilets and fixtures, carpet cleaning, painting and patching, maintaining locks, and any other repair that cost under \$200 or less per occurrence. In the event that our contractor handles a repair under these stipulations, a bill will be attached to the tenant's ledger and paid with next month's rent if payment is not sent in sooner.
- In the event a repair is scheduled and you do not show for the appointment, you refuse entry, you make the property unenterable (i.e. pet not secured or locked screen doors, etc) or cancel at the last minute, a no show fee of \$100 will be due with next month's rent.
- Landlord is not responsible for any food loss or inconvenience due to appliance malfunction or loss of power.
- Landlords are not responsible for any damage to tenants belongings or displacement due to a default in the property or repair at the property. Tenants must make a claim through their renters insurance to determine if any possible reimbursement can take place through renters insurance.
- Please note, If the property you rent has a basement or other below ground level space, there is a high probability the space may accumulate water. Pittsburgh is known for leaking basements. No prorated rent or reimbursement for any damaged property placed in a below ground level space.
- Tenants are responsible for any and all pests inside or surrounding the property. This includes any required or requested remediation. In the event you live in a multi-unit building and a pest control company determines that a unit other than yours is the cause of the issue, any remediation bills will be sent to the unit causing the issue for payment.
- We will be completing seasonal property inspections. Inspections typically are held every 6 months after move-in. We will make every effort possible to notify you a minimum of 24 hours in advance of our inspection but may not always be able to provide such notice if our schedule changes. You do not need to be present for these inspections. We will allow ourselves in with our master key and usually are out within 30 mins or so unless repair are needed.
- If you lose your key, a key copy can be made by our office for a \$20 fee. Key pick is only Available during business hours at our Cranberry Township location.
- Lock out rates are listed below. You must have cash, check, or money order at time of Lock Out in order for us to key you in. You may also call a locksmith and have the property rekeyed. If you choose this option you must notify us immediately and provide our office 2 copies of the new key within 48 hours.
 - Monday-Friday 9am-5pm (non holiday) \$75 + rekey fee of \$375



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- Monday-Thursday 5pm-10pm (non holiday) \$150 + rekey fee of \$375
- Holidays and all other times not listed above \$250 + rekey fee of \$375
- If you need to cancel your lease for any reason, please note the following steps

___ Please initial here if you have a relocation clause attached to this lease

- Please notify us as soon as possible. In many cases the owner is willing to waive some or most of the lease break fees listed below if we are able to lease the property in a timely manner.
- You must give a minimum of 60 days notice. Day 1 of the notice begins on the 1st of the month (i.e. if you provide notice on the 3rd of June then day 1 of your 60 day notice begins July 1st)
- You are responsible for a lease break penalty equal to 2 month's rent paid within 30 days after your moveout. If not paid by the 30 day mark, additional fees may incur.
- You are responsible for all rent & utilities until the property is re-rented

At Time of Move-out

- Once you have notified us that you will be vacating the property, we will be placing the property back on the market for lease. In most cases we will be using the photos from the last time the property had been leased unless major changes to the property have been made. We will place a sign in the yard and a lockbox on the door. We will do our best to provide 24 hour notice before all showings.
- Please notify us as soon as you have vacated the property. We typically do not complete walkthroughs with tenants. When you have notified us that you have vacated we will access the property in that condition and will not allow time to allow additional repairs, cleaning, etc.
- If we do not hear from you by 7am the day of your move out, we will assume you have vacated the property and removed any and all belongings you wish to remove
- Please make sure to notify us of any repairs needed to the property at the time of moveout. This will help us prepare the property for the next tenant.
- All light bulbs, smoke detector batteries, and fire extinguishers must be in working order at time of move out.
- Tenants must return keys to office no later than 7am on the date of move-out via the drop-off box at the back of the building or handed in person unless other arrangements are made in writing. If all keys are not returned, the cost for rekey or key copies will be charged to tenant's deposit.
- Tenants must provide a forwarded address at or prior to move-out or no disposition letter/refund of deposit will be required per PA Landlord Tenant Law
- Tenants must have property cleaned thoroughly regardless of condition upon move-in at time of move-out. You are required to have the property cleaned, free of debris and garbage, holes/damage patched and painted, and carpets professionally cleaned prior to your moveout.
- Tenants must have carpets In addition, tenants must have all carpets professionally cleaned and receipt provided to landlord representative at or prior to move-out. If no receipt is provided, carpet cleaning will be completed at tenants expense. You must provide us with a copy of the receipt from the professional carpet cleaning to receive credit for the cleaning(renting a steam cleaner does not suffice).



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Notes about Renters insurance

One of the requirements of leasing with us is that you must have renters insurance. We have seen many renters in the past make very costly mistakes when choosing a renters insurance policy, so we want to guide you in the right direction.

- You can choose whatever provider you would like to use
- Your insurance must include liability and personal property as outlined in your lease
- We highly suggest that you include coverage to protect you and your belongings in the case of a larger issue at your rental. In the case that something would go wrong (i.e. fire, major plumbing, electrical etc) we will NOT put you in a hotel at the owner's cost or remove/replace your belongings. Your insurance is required to cover you in these instances. The owner WILL cover the cost of your deductible OR a per diem for rent if the issue was not tenant damage or failure to report/delay in reporting repair by tenant.
- You must provide a copy of your renters insurance to us prior to key exchange (upon move in)
- You have the right to change your coverage at any time but must remain with a minimum liability and personal property coverage that is on your lease.
- If you do not have the coverage suggested above, the owner will not pay to put you in a hotel, per diem your rental amount, or replace belongings and you will NOT be exempt from paying rent or ending your lease.