

LEASING GUIDELINES

A. Screening Process

1. **Application:** Each prospective Tenant must complete and sign a written application for lease, containing detailed personal information, previous residences and landlords for several years, information on employment, income, assets, and credit, proposed occupant(s), and references, and containing such other information and statements as will enable 2Grannies With Hammers, LLC to screen the prospective Tenant or as is otherwise proper and advisable for the management of the Property in accordance with professional standards.
2. **Interview:** 2Grannies With Hammers, LLC shall interview each proposed adult occupant of the dwelling unit to be leased in accordance with the guidelines in the applicable law.
3. **Employment and Income:** 2Grannies With Hammers, LLC shall verify the employment and all income information given by the prospective Tenant. In verifying income for a Section 8 for certified Tenant, 2Grannies With Hammers, LLC may rely on a voucher, issued annually by the applicable public housing authority, evidencing Tenant's eligibility to participate in the Section 8 program.
4. **Housekeeping:** 2Grannies With Hammers, LLC shall check with one or more previous landlords of the proposed Tenant and other occupants with respect to their ability to maintain an apartment in good condition and to abide by building rules.
5. **Other:** If advisable, 2Grannies With Hammers, LLC shall check other references and perform other screening of the proposed Tenant. All Tenant information will be reviewed for accuracy.
6. **Approval:** 2Grannies With Hammers, LLC shall approve the proposed Tenant's lease application only if, in 2Grannies With Hammers, LLC's best professional judgment, the proposed Tenant is qualified to pay rent when due and all proposed occupants are likely to maintain properly the dwelling unit, abide by reasonable rules, and otherwise be suitable occupants.

B. Lease

1. **Application:** Prior to leasing any dwelling unit, 2Grannies With Hammers, LLC shall have screened the prospective Tenant and all other proposed occupants in accordance with Section A hereof, and shall have approved the lease application as described above.

:2. **Lease Form:** In leasing dwelling units, 2Grannies With Hammers, LLC shall use only the form of lease approved in writing by Owner from time to time, without material changes unless approved in writing by Owner.

3. **Approved Rent:** 2Grannies With Hammers, LLC shall not lease any dwelling unit for a rental amount other than as specified in the rent schedule included as part of Owner(s) approved operating budget or otherwise approved by Owner in writing.

4. **Security Deposit:** Unless otherwise prohibited by applicable rules and regulations, 2Grannies With Hammers, LLC shall require not less than one (1) month's security deposit, and shall require two (2) months' security deposit if circumstances warrant. 2Grannies With Hammers, LLC shall also, if advisable, collect a key deposit.

5. **Named Tenant, Occupants, Pets:** Each adult occupant of the dwelling unit shall be named as Tenant in the Lease, and shall be jointly and severally liable for rental payments. The Lease shall specify all other permitted occupants and pets, and it shall be a default if any non-permitted occupant resides in the dwelling units. Any dogs not meeting the specifications of the lease shall be a default.

6. **Term:** Each Lease shall be for a term of one (1) year.

7. **Substitution of Unit:** In the event needed rehabilitation e.g. fire in the Property and it will require that the dwelling unit leased to the Tenant be vacated, the tenant will make arrangements to reside outside of the rental unit. Until it can be made available to the Tenant during any portion of the Lease term, the Lease shall contain a provision for pro-ration of the lease rent terms or the tenant will be released from the lease term and can seek other occupancy. The tenant is still responsible for all other provisions in the Lease, such as water, removal of belongings.

8. **Certain Lease Provisions:** The form of lease to be approved by Owner shall contain detailed provisions in plain language concerning the following matters of practical importance, among others: (a) Condition of Unit. Acknowledgment of the condition of the dwelling unit as described in a unit inspection report; (b) Default Charges. Tenant(s) liability for the following default charges: late rent payment charges; returned check charges; lost keys; damage to the dwelling unit or the Property not caused by ordinary wear and tear; missing property, fixtures, or equipment; and costs of rent collection and eviction. (c) Security Deposit. Procedures concerning deductions from and return of security deposit, with interest to the extent required by law, and any key deposit.

9. **Utilities and Other Charges:** Tenant(s) responsibilities concerning utility services to the dwelling unit, other services to the dwelling unit, other services provided by Owner or 2Grannies With Hammers, LLC, and any parking or other charges. (a) Maintenance. Maintenance duties of Tenant and of Owner, respectively, to maintain the Property in same condition as was given to Tenant. (b) Alterations. Requirement of Owner(s) or 2Grannies With Hammers, LLC(s) must consent to alterations of the dwelling unit, listing examples, and to any changes of keys and locks.

10. **Use Restrictions:** Restrictions on Tenants use of the dwelling units, including hazards, noise, nuisance, etc (House Rules). Tenants may not sub-let, rent rooms or otherwise change the terms of the lease.

11. **Lead Paint:** Disclosure in accordance with law regarding lead paint hazards and documentation.

12. **Changes:** Tenant's obligation to report changes in Tenant's household or employment status.

13. **House Rules:** Tenant's and all other occupants' obligation to comply with any rules and regulations issued by Owner or 2Grannies With Hammers, LLC, all of which 2Grannies With Hammers, LLC shall cause to be uniformly applied. A copy of any such rules shall be attached to the Lease.

14. **Other:** Other provisions customarily included in rental leases or advisable for the contract will be included as an Attachment or Amendment and will be acknowledged by Tenant at the time of signing the Lease.

15. **Execution:** 2Grannies With Hammers, LLC shall execute each Lease as 2Grannies With Hammers, LLC for Owner(s).