

**Novus Property Management LLC
Resident's Maintenance Agreement: Exhibit "A"**

This agreement is between **Novus Property Management LLC** (hereinafter "Management") and _____ (hereinafter "Resident") regarding the Residential Rental Agreement (hereinafter "Lease") executed between the parties on the property located at _____ (hereinafter "Property").

For one dollar (\$1.00) and other good and valuable consideration, the sufficiency of which is agreed to by all parties, parties agree as follows:

1. **After Hours Maintenance/Inspections Service:** If Resident refuses to allow Management approved maintenance contractors (or Management staff) in the Premises with a key, or requires that the contractor (or Management staff) do service/inspections after 5 pm weekdays and/or weekends; Resident agrees to pay the contractors "after hours premium" at no less than **\$125** per visit, but subject to contractor's pricing.
2. **Clogged Plumbing:** Management is responsible for plumbing between the Premises and the street. Resident is responsible for clogged plumbing in the Premises, including drains, sinks, toilets, and tubs. If a service contractor reports that any clogged plumbing was caused by disposal of inappropriate items or substances such as grease, sanitary products, foreign objects, or any materials that may cause blockages including an excess of toilet paper, wipes, or paper towels, Resident agrees to pay for said service invoice (minimum **\$85.00 but subject to contractor's pricing**).
3. **Lawn Care:** Resident is responsible for mowing, edging, trimming, leaf collection, weeding borders, pine straw and mulch. If Management sends lawn care notices in writing, and Resident fails to tend properly to the lawn needs within 5 days of notification, Management will send a landscaper to do the work and Resident agrees to pay said invoices within 10 days of written invoicing.
4. **Pest Control:** Management is responsible for termites. Resident is responsible for all other house hold pest control. Professional pest control quarterly is recommended. You will be held responsible for any pest infestations.
5. **Key Replacement:** If Resident needs a key replacement they agree to pay a **\$25.00** fee and pick up the key at Management's office during regular business hours. If the Property needs to be rekeyed while the Resident occupies the Property, Resident agrees to use an approved vendor and pay the vendors invoice for said rekeying, including after-hours lock out services. **Management does not provide after-hours/weekends lock out services.**
6. **Non-Valid Maintenance Requests:** If Resident requests a work order for items that are not "broken," Resident agrees to pay for said invoice. If Management's contractor identifies the call as "operator error" Resident agrees to pay for the contractor's trip. Example: resetting the garbage disposal, resetting a tripped breaker, pilot lights, setting HVAC controls, etc. **Stand Up Fee:** If Resident sets appointments with Management staff or vendors/contractors and does not show up or provide access Resident agrees to pay a **\$75.00** stand up fee.
7. **Air Filters/Light Bulbs/Smoke/Carbon Monoxide detectors & Thermostat batteries:** Resident agrees to replace air filters every **3 months** *unless resident pays a monthly fee for HVAC servicing as noted in the special stipulations of the lease. If resident reports an HVAC issue and vendor finds the cause of the issue to be due to a dirty air filter, resident will be responsible for the invoice. Resident agrees to take care of all light bulb replacement. Resident agrees to regularly check and replace smoke detector and thermostat batteries. Resident agrees to report immediately any smoke/carbon monoxide detectors that are not functioning after replacement of batteries, Management will replace this at Management expense.
8. **Emergency Calls: Emergency defined:** Anything relating to the property under the lease that is threatening to life, health, or the property. Fire (please call 911), flood, sewage back-ups, gas odors (call gas company), broken water pipes, tree falling on house, call the emergency phone line 24/7 at **678.664.1400**. If Resident leaves a "non-emergency message" on the line, Resident agrees to pay a **\$50.00** fee. **Emergency phone line is for emergencies only.**

Agreed to this ____ day of _____, 20____.

Novus Property Management LLC

Resident(s)

X _____

X _____

X _____

X _____