



CAVALIER ESTATES LLC
PROPERTY MANAGEMENT

Tenant Handbook

Cavalier Estates, LLC
PPO Box 260609
Tampa FL 33685
Phone: 813-344-0034
www.YourRentalPeople.com

Table of Contents

General Information	4
A. Office hours, numbers and basic company information	4
B. Cavalier Estates, LLC Core Values	4
C. Mission Statement	5
Paying Rent.....	6
A. Payment Options	6
B. Due Date	6
C. Personal Checks.....	6
D. Automatic Electronic Monthly Payments.....	6
E. No Cash.....	6
F. Late Fees	6
G. Late Payment Contact.....	6
H. NSF Check or Electronic Payment	6
I. After the 5th	7
J. Pro-rated Rent.....	7
K. Last Month.....	7
L. Payment Ledgers	7
M. Using the Mail	7
N. Bring to the Office	7
O. Paying less than the balance due	7
P. Convenience Fee.....	7
Maintenance Issues	8
A. Emergency Maintenance	8
1. Emergency Defined	8
2. Examples	8
3. The Following are NOT Emergencies	8
4. Warning	8
B. How to submit a work order request	8
C. Resident’s Maintenance Responsibilities	9
D. Maintenance Tips	10
E. Maintenance Priorities	12
F. After Hours Maintenance Charges	13
G. Scheduled Maintenance Visits.....	13
H. Division of Maintenance Responsibilities	13
I. Maintenance charge-backs	15
J. Air Conditioning and Furnace Filters.....	15
Critical Issues in the Lease	16
A. Right of Access	16
B. Move-In Inspections	16
C. Lease Renewals	16
D. Rent Increase and Renewal Process.....	16
E. Lease Renewal Fee.....	17
F. Subletting.....	17
G. Early Termination.....	17
H. Lawn Care	18
I. Pest Control	18

J. Contact with the Owner.....	18
Housekeeping Documents.....	19
A. Pets (Authorized and Unauthorized)	19
B. Smoke Detector	19
C. Renter's Insurance	19
D. Property Visits	19
Utilities.....	20
A. Get Utilities Connected Before Move-in	20
B. Keep Utilities On and Bills Current.....	20
C. Keep Utilities on through the Move-out Inspection	20
Homeowner Association Issues	21
A. Yards	21
B. Parking	21
C. Access to Amenities	21
D. Mailbox Keys.....	21
E. Parking for Boats, Trailers, and RV's	22
Foreclosure Issues	23
A. What to do if you receive a foreclosure notice	23
B. Renter's Rights in Foreclosure	23
Showing Instructions and Move-Out Procedures	24
MOVE-OUT PROCEDURES.....	25
Preparing for Move Out.....	26
\$475 Cleaning Services	30
A. When is my Move-out Inspection	30
B. Why is there a lockbox on my door?	31
C. What happens if I limit showings?	31
D. How do I get my security deposit back?	31
E. What are maintenance charges to me if all items are not satisfactory at move-out?	31
F. Once you have determined the charges for repairs, can I get back in and do it myself?	31
G. Where will the security deposit check be mailed?	31
H. What happens if I accidentally take the garage door remotes?	31
I. Do I have to be present during the move-out presentation?	31
J. What if I do not have the time to do house cleaning, carpet cleaning, flea treatment, landscaping or other repairs?	32
K. How is the security deposit disbursed if there are roommates?	32
L. What are my responsibilities if I had a pet?	32
M. How do I handle utilities?	32
N. What happens if my deposit is insufficient to pay all I owe?	32
O. What happens if I am not out the date I expected to be out?	32
Miscellaneous	33
A. Lockouts	33
B. Home Warranties	33
Buying A Home.....	34
A. The Home You're Renting	34
B. A Home Outside Cavalier Estates, LLC	34

This handbook is meant to inform our residents of the vital information they need in order to enjoy their rental experience. It will serve as your guide regarding paying rent, handling maintenance, lease renewals, early terminations, Homeowner Association issues, property visits, and a host of other topics. You'll find just about everything you need in this handbook.

General Information

A. Office hours, numbers and basic company information

Cavalier Estates, LLC is open during normal business hours 9:00am to 5:00pm Monday thru Friday Easter Time, available by appointment only.

Cavalier Estates, LLC
3902 Henderson Blvd,
Suite 208-357,
Tampa, FL 33629

Phone: 813-344-0034
eFax: 813-402-0882

B. Cavalier Estates, LLC - Core Values

1. We commit that our marketing material, and the information on our web site will accurately represent who we are, what we've accomplished and what we do; no exaggerations.
2. We will hire only the best staff, consistently train them and work at moving them to the best possible position of service to our customers.
3. We will always treat customers, vendors and each other with courtesy, respect and professionalism.
4. We are committed to change — to keep up with the changing marketplace and changing technology without sacrificing the all important priority of great customer service.
5. We are committed to providing our residents with a clean and safe place to live, regardless of the rent, and put their safety high on our list of priorities.
6. We will not tolerate unethical behavior by our staff or vendors.
7. We will follow the laws and code of ethics that regulate our business.
8. We will believe in our staff and create a safe and healthy work environment that fosters respect and opportunity for personal and professional growth.
9. We will constantly strive to protect our owners from the liabilities of owning rental properties.
10. We will strive to be a leader in the property management industry.

C. Cavalier Estates, LLC - Mission Statement

Our mission is to serve...

Serve our Homeowners by helping them acquire properties that perform as expected.

Serve our Residents by providing them with a safe and pleasant rental experience.

Serve our Staff by constantly training them and helping them reach their highest professional potential.

Paying Rent

A. Payment Options

We offer electronic payment options to assure prompt and secure rent payments. Once you are registered in our payment system you will have a simple electronic option to pay rent each month. We still take paper checks by mail but they are less reliable and harder to process. Electronic payments are faster, safer, and easier on everyone so we encourage electronic payments.

B. Due Date

Rent is due on the **FIRST** of the month and is considered late on the 4th. Please note that Bill Pay through your online bank still mails us a check. If the check is not received by the first, a late fee will be assessed. **EXAMPLE:** Paying bills via the USAA or Bank of America bill pay option. This is **NOT** an electronic payment. They simply cut a check on your behalf and put that payment in the mail....subject to all the delays. **WE DON'T USE THE POST MARK AS THE PAYMENT DATE, WE GO BY THE DATE WE RECEIVE IT.**

C. Personal Checks

Personal checks are acceptable at any time before the 4th of the month. After the 4th, certified funds are required. Certified funds are also required if checks are being returned for non-sufficient funds. We will notify you in writing if personal checks will be refused.

D. Automatic Electronic Monthly Payments

Cavalier Estates, LLC can offer you an option with electronic payments that will set up your payment for automatic withdrawal each month. This can be set up in your tenant portal for payment and modified by you at any time. You control this not us.

E. No Cash

We do not want cash around the office. We have a “NO CASH” policy for everyone. Please use pay online through the Tenant Portal Service, Pay Near Me service, checks, or money orders. Keep in mind Pay Near Me requires cash to make payments at one of their Pay Near Me locations, but we do not accept cash at any of our offices.

F. Late Fees

After the due date, rent will not be accepted without the 10% late fee. We encourage you pay rent before or by the 1st to avoid paying any late fees. Payment will be returned if not paid in full with the late fee.

G. NSF Check or Electronic Payment

The NSF (non-sufficient funds) fee of \$75 is due regardless of the reason. (Your bank may reimburse you for this charge if they were at fault.) If this happens, Cavalier Estates, LLC has the right to request certified funds from that day forward. You will be given 48 hours to make the check good prior to further legal action being pursued.

H. 3 day notice

If rent is still unpaid by the 2nd, Cavalier Estates, LLC will deliver a 3 day notice to the property. This is called a pay or quit notice. If the rent isn't paid in full with late fee by the expiration date of the notice Cavalier Estates, LLC will begin eviction proceedings. Once this has started, rent will not be accepted without all of the late fees and administration fees being brought current in only certified funds. No Personal Checks will be accepted if eviction proceedings have begun. If a notice is mailed it will be an 8 day notice.

I. Pro-Rated Rent

Rent is always due on the 1st when the lease is executed. Pro-rated rent may be necessary on a mid-month move in. Keys will not be turned over to a tenant until the pro-rated rent has been paid. This payment is also subject to late fees in the same manner as a regular rent payment.

J. Last Month

Rent is required every month, including your last month. You may not use the Security Deposit to pay rent at any time. We never collect last month rent.

K. Payment Ledgers

Cavalier Estates, LLC keeps close track of all moneys due and paid by each resident. You can get a copy of this ledger for your personal records. Requests must be made in writing via email or the tenant portal and the ledger will be emailed to the address on file.

L. Using the Mail

You may always mail your rent to Cavalier Estates, LLC. We will accept payments by mail from our residents with a warning. Sending payments via mail incurs risk as you are relying on a government agency to deliver something that could cost you dearly if they make a mistake. If the payment is not received until after the 3rd of the month, the tenant will be responsible for late fees. We encourage all tenants to pay electronically.

CASE STUDY: One of our residents was insistent about paying rent via the "Bank" bill pay system. That bill pay system simply cuts a check and mails it out via regular US Mail for what they advertise as being "free". The check never arrived. The tenant was in such a panic about paying late fees that in a rush to get to our office to make the payment, received a speeding ticket in a school zone, while on the mobile phone. All in the attempt to save the \$1 convenience fee charged by our system. The tenant's attempt to save \$1 a month cost several hundred with a speeding ticket!

M. Bring to the Office Drop locations

To assure that payment is received by the 1st you may want to bring it to the office. Our Tampa Location is a UPS Store, they will take in your check or money order, provide you a receipt of acceptance for the date and put the payment in our companies secure box. **MAKE SURE TO MARK YOUR PAYMENTS WITH YOUR NAME AND PROPERTY ADDRESS**

Hillsborough County: 8710 W Hillsborough Ave, #171, Tampa FL 33615

Hours: M-F 8A to 6:30P and Sat 9A to 3P

Pinellas County: 2655 Ulmerton RD Box 184, Clearwater, FL 33762

Hours: M-F 8A to 7P and Sat 9A to 4P

N. Paying Less Than The Balance Due

If there is an outstanding balance due on your account, we will notify you in writing twice. After that, we will refuse payment (return payment) unless it is for the full amount. We will work with you on a payment plan when necessary, but it must be approved by the property manager, in writing. You will not be able to keep a running balance due.

Maintenance Issues

A. Emergency Maintenance

Cavalier Estates, LLC provides tenants several ways to report maintenance issues. The primary and best way to report an issue is through the tenant portal where specific issues can be described in writing. The alternate is to call into Cavalier Estates, LLC at 813-344-0034 ext 4 to report a maintenance issue. We define an emergency as anything that threatens the health of the occupants or destruction of the property like flood, fire, sewer back up, burst water pipes, burst water heater, etc.

For emergency maintenance items, call: 813-344-0034 ext 4

1. Emergency Defined

An emergency is anything relating to the property under the lease that is threatening to life, health, or the property.

2. Examples

Fire, tree blown on the roof, flood, sewage back up, gas odors, broken water pipes, furnace out (if the weather is below 45 degrees) a/c out (if temperature outside is above 90 degrees). If the emergency is life-threatening, call 911 immediately!

3. The Following are NOT Emergencies

Refrigerator out, locking yourself out of the house, power or gas off, oven not working, a/c out if the temperature outside is below 90 degrees and/or the property has 2 a/c units and one is still functioning properly, water heater out. Cavalier Estates, LLC is not liable for loss of food caused by appliance break down. Recommend to get some ice and cooler while service is being scheduled.

4. Warning

If you claim you have an emergency and one does not truly exist, you will be charged back the service charge for the contractor/service representative responding to the call. Crying wolf will cost you money. If you call the Emergency Line for a Non-Emergency and contractors are dispatched to your home because of this call, you will be charged a \$100.00 fee. Do not call in an emergency unless it is truly an emergency.

You will also be charged a \$85.00 trip charge if you set up an appointment with any contractor and do not show up for that appointment.

B. How to submit a work order request

Because we put such a high priority on keeping the property in good condition for the enjoyment of the tenant, we make it easy to request maintenance. Because the phone is such a hard way for us to take a work order 24/7, we've set up an easier way on line through the tenant portal – the same place rent is paid.

C. Resident's Maintenance Responsibilities

Renting a house is not like renting an apartment. Cavalier, LLC does not have a maintenance handyman living in your neighborhood to run to of yourself such as

clogged garbage disposals, GFCI switches that need to be reset, and minor items as explained in this document that you were presented throughout the lease.

Single-family homes and condos are different than apartments. In an apartment community there is usually a full-time maintenance man on site that can attend to repairs immediately. This is not the case when you rent a single family home or condo. Keep this in mind:

1. Minor repairs, cosmetic repairs, and items that do not substantially affect your lifestyle may not be fixed (i.e. chipped paint, missing screens, doorbells that do not work, etc.).
2. Damages caused by abuse or misuse will be charged back to you. We will rely on the servicing contractor to tell us if you caused the problem.
3. If plumbing gets clogged due to items you or your children dropped in the toilet, it will be charged back to you. This is not considered equipment failure and you should do everything you can to handle these issues by yourself. Unless the contractor can prove it was not caused by you (i.e. roots in system). Clogged plumbing will be your responsibility.

It is the tenant who is responsible for dislodging things that have been flushed down the toilets or sinks. It shall be the responsibility of the resident to make sure there is no item blocking the plumbing. After the resident has made an effort to solve the problem, Cavalier Estates, LLC will take on the challenge.

If Cavalier Estates, LLC Maintenance or a plumbing company reports that the problem was caused by the resident, i.e., brushes, toys, personal property in the system, the expense of the plumber's visit and repair will be incurred by the resident. The homeowner will pay for plumbing problems resulting from roots in the system, pipes that have collapsed and other natural (non-resident) causes.

4. Monitoring of security systems is not handled by Cavalier Estates, LLC or the owner. Tenants will need to make their own arrangements to set up this service at their discretion and their own expense.
5. We will make every effort to deliver the property to you free of pests. It is the tenant responsibility to keep it that way. We recommend you use a licensed professional for any periodic pest treatments. If a larger problem arises concerning large animals or rodents, contact Cavalier Estates, LLC and submit a repair request.
6. Lawn care is a tenant responsibility. You must do regular mowing, watering, trimming and edging, weeding, raking and other regular lawn care maintenance.
7. Change HVAC air filters at least quarterly....preferably monthly! The system will run more efficiently, you will save money, and have less dust in your home. If you want to learn about our Resident Benefits Package regarding filters let us know.

Contractors are just like us – they have families and personal lives. They want to be home at night and weekends with their families. If you insist on meeting a contractor/repairman at your property after hours (weekdays after 5pm, Saturday or Sunday) the tenant will pay their after-hours premium for “non-business hours service.” Think of it as a “co-pay” for the convenience of getting non business hours service. The exception of course is emergencies.

D. Maintenance Tips

Renting a home requires that you pay attention to some small maintenance issues such as changing your filters, clogged toilets, resetting your garbage disposal just to name a few. Taking care of these things can save you time and money.

1. Summer: HVAC (Air Conditioning)

If your A/C stops working, especially after a quick power outage or storm, then it could well be the breaker switch, not the A/C. **Please check the breaker first.** See "Reset Circuit Breakers" below.

If your unit is not working and you have submitted a maintenance request, please turn off the unit completely. The reason is that the majority of time the coils have frozen up. When the technician gets there, he won't be able to do anything until the coils thaw out. This means 2 trips for the HVAC technician, and a longer wait for you.

2. Change Your Furnace Filters

[How To Change an Air Conditioning Filter - VIDEO](#)

3. Reset Circuit Breakers

If you have been using an electrical outlet and it stops working, then you may need to reset a "tripped" circuit breaker. This happens many times when you are using appliances that may cause a temporary overload on the system such as a hair dryer or portable heater.

[How to Reset a Tripped Breaker - VIDEO](#)

4. Garbage Disposal Reset, Use, and Care

o Reset the garbage disposal

If you get nothing when flipping the garbage disposal switch (and you have already checked the circuit breaker), lean down and take a look at the underside of the garbage disposal. Push in that little red button which resets the system. If the disposal was just overworked, or if there was a power surge, this may fix the problem. Go To: [How to Reset Garbage Disposal - VIDEO](#)

- o If this does not fix the problem, **do not attempt to fix the garbage disposal yourself since it could be very dangerous.** - please submit an Online Maintenance Request so that we can have one of our contractors fix it for you.

5. Garbage Disposal Use and Care: Things to Never Toss Down the Drain

[Garbage Disposal Use and Best Practices - VIDEO](#)

GFCI stands for "Ground Fault Circuit Interrupt". These outlets are typically installed within a short-range from water, but could possibly be installed anywhere in your house. If you have something plugged into one of these outlets, and it stops working, it's possible that you were overloading it with a device such as a hair dryer or a portable heater. In order to make the outlet functional again, simply press the button (white or red) that says "Reset". Try again and you should be okay. If the outlet continues to trip, then you are most likely overloading the outlet with whatever is plugged into it. If it does not work at all, then there may be another problem and you might need to submit an Online Maintenance Request. Please note, in some cases especially in newer homes, a GFCI outlet or reset switch could be located away from, but still controlling, the outlet that stops working such as in a nearby closet in a bathroom. Refer to this video: [GFCI VIDEO](#)

6. Clogged Toilets

If our plumber determines that a clogged toilet was caused by the resident, then very possibly the resident will have to pay the plumber's bill. If you think you've caused the problem and want to avoid this situation, you can try to unclog the toilet yourself using these simple and helpful hints.

[How to Un-Clog a Toilet – VIDEO – Click Here](#)

[How to Un-Clog a Toilet and Shut Off – VIDEO – Click Here](#)

7. Replacing the Toilet Flapper Valve

This one's real easy and one of the simplest repairs in the house. We have a couple of videos for you, with the first being the shortest and most straightforward. Please note: even though the first video shows a wet vac to soak up water, you do not need that in order to complete the replacement, although a towel might be handy. Also note: the water in the reservoir is filled with clean water, so getting your hands a little wet should not be a concern.

[Fix a Leaking Toilet Flapper Valve for Little or No Cost - VIDEO](#)

8. How to Reset a Garage Door Remote Control

[Reset Garage Door Keypad Code PIN & Remote Control Opener - VIDEO](#)

9. VIDEO Links can all be found at our website: www.YourRentalPeople.com

E. Maintenance Priorities

Everything isn't an emergency. We have established five categories of maintenance priorities and a target response time for each of them. Your requests will be handled in the order that they are submitted with the following response times as guidelines.

Category I: Emergency Maintenance

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 (please call gas company), broken water pipes, tree falling on house. **Target: 5 to 8 hours**

Note: during peak seasonal months, target response times for heat and air may be subject to delays due to contractor overload.

The Following are NOT Emergencies

Refrigerator out, locking yourself out of the house, power or gas off, a/c out and the property has two (2) a/c units, oven not working, water heater out. These issues may be inconvenient, uncomfortable, and aggravating, but they are not emergencies. **Cavalier Estates, LLC is not liable for loss of food caused by appliance break down or for damaged belongings due to water leaks.** Make sure that you have adequate renter's insurance to cover unforeseen personal losses. A cooler and a few bags of ice can help save a lot of valuable food. Most grocery stores sell Styrofoam coolers pretty cheap.

Category II: Urgent Maintenance

Broken windows, plumbing repairs (Not clogged toilets. See notes below), loose railings, wobbly decks, electrical problems. **Target: 2-4 business day service**

Note: during peak seasonal months, target response times for heat and air may be subject to delays due to contractor overload.

Category III: Normal Maintenance

Appliance repair, garage repairs, leaky faucets. **Target: 4-8 business day service**

Category IV: Non-Essential Maintenance

Fence repair, gutter cleaning. **Target: 15 - 30 day service**

Category V: Not a Habitability Issue

Screens; broken lattice; power washing; broken window shade; broken tree limb; missing door stopper; missing door knob; all light bulbs including stove, chandelier, and refrigerator; and fireplace gas keys. **Target: Point these items out during next property visit or bring up at lease renewal time. These items may not be approved for repair by the owner.**

Tenant Damages

Damages caused by abuse or misuse will be charged back to the tenant. We will rely on the servicing contractor to tell us what caused the problem.

If plumbing gets clogged due to items dropped in the toilet (toys, brushes, diapers, napkins, any personal items), clogged or misused garbage disposal, the cost of the

plumber will be tenant responsibility (minimum \$150). This is not considered equipment failure and you should do everything you can to handle these issues by yourself. Buy a plunger. Unless the contractor can prove it was not caused by you (i.e. roots in system, pipe collapsed, septic tank backup), we assume the problem was caused by people, not by a defect of the property. Clogged plumbing is often tenant responsibility but will be reviewed on a case by case basis.

F. After Hours Maintenance Charges

If you schedule with the contractor after normal business hours, you will need to pay any after hours premium charges. Our contractors work normal business hours and are only available after hours for true emergencies (and for additional compensation). They have families just like you and don't want to be working evenings, weekends and holidays.

G. Scheduled Maintenance Visits

It is possible that the homeowner has selected from our list of six proactive maintenance procedures that maybe done without your prompting. The vendor or we will let you know when contractors will be coming to the property to address issues like gutter cleaning, HVAC servicing, termite inspections, fall landscaping, etc.

H. Division of Maintenance Responsibilities

The next paid is a visual of maintenance items to remind you of what things you are responsible for and what Cavalier Estates, LLC is responsible for.

Landlord vs. Resident's Responsibilities

Item	Landlord	Resident
Light Bulbs		X
clogged plumbing in house		X
clogged plumbing between house & street	X	
broken garbage disposals	X	
reset garbage disposal		X
HVAC breakdowns	X	
setting HVAC controls		X
changing furnace filters		X
electrical system failures	X	
resetting GFI switches		X
replace all light bulbs		X
all utilities (unless provided by community)		X
mandatory association dues	X	
termite treatment and rodents	X	
household pest control including bedbugs		X
maintain yard fencing - tenant should notify us	X	
lawn mowing & trimming		X
Shrubbery, mulch & pine islands maintenance		X
security system repairs		X
security system monitoring		X
microwave turntable		X
smoke detector installation	X	
smoke detector batteries & maintenance		X
sprinkler system monitoring		X
sprinkler head damage from lawn care		X
water systems breakdowns	X	
water treatment supplies		X

I. Maintenance charge-backs

If the contractor we send to the property tells us the maintenance is due to your negligence, such as crayons in your garbage disposal, toys flushed down a toilet, GFI switch not re-set just to name a few,

Cavalier Estates, LLC will notify the tenant via email and place the charge to your payment ledger. Failure to pay the bill will result in outstanding balance on your account. This will need to be paid with your next rental payment or late fees will continue to accumulate.

Air Conditioning and Furnace Filters

To improve the air quality of the home, reduce allergy problems and save money, you need to change out the furnace filter at least every month. Failing to do this will likely increase your utility bills. [How to Change an Air Conditioning Filter - VIDEO](#)

Critical Issues in the Lease

A. Right of Access

Our policy is to respect your right of privacy at all times. Under normal circumstances, we require that the tenant be present for all actions inside the home. We will attempt to contact the tenant to schedule an appointment for all actions to include walk throughs and maintenance prior to visiting the property. However, we must be able to get into the property in an emergency and will maintain keys and the right to access as needed. The lease gives us that right between to access the home at anytime, but we prefer to respect the tenants right to a secure environment and will always attempt to schedule access at least 24 hours in advance, keep in mind Florida law only requires 12 hour notice. We will call, text, email or post notice in advance unless we are dealing with an emergency. We respect your privacy and understand your need to control what happens in the home in which you are living. Courtesy will always drive us, so don't worry about someone stopping in unannounced unless water is flowing out the front door!

B. Move-In Inspections – Inventory and Condition Form

The move-in inspection done by OnSight Pros is designed to document the condition of the property at the time the tenant takes possession, so that you are not held responsible for pre-existing damages. This will be the benchmark we will use when you vacate the property to establish charges for damages. You will be given this same report in Email form. Hard copies are available at the cost for the printing.

C. Lease Renewals (30 to 90 days out)

Your lease automatically renews on a month to month basis at the end of the lease term unless one of us notifies the other in writing of our intent to terminate the tenancy. If you do nothing, your lease will automatically renew on a month to month basis. We do not allow this under normal circumstances without permission from Cavalier Estates, LLC. We track all of our lease renewals and will begin to contact tenants 90 days from lease expiration to find out your intentions of either renewing the lease or vacating the home.

Notices to Vacate must be in writing per the lease agreement. Letters, emails to our staff are accepted. However make sure you receive a receipt of notice from our team. Following up with us is good practice even if its by phone or text. Make sure you send your letter of non-renewal at a minimum of 60 days to your lease expiration. Be sure you receive a response confirming receipt of your notice or we will consider you month to month.

D. Rent Increase and Renewal Process

The lease term will have a clearly marked end / anniversary date. According to the lease, Cavalier Estates, LLC can send you notice that the lease rate will change 60 days prior to lease end. This is a non-negotiable lease change and does not require your signatures to implement. We strive to maintain good relationships with tenants and conduct business fairly on the lease rate. Tenants also need to understand that the owners home insurance and property taxes are usually items that go up in cost every year. It is common place in this market to ask for \$25 to \$100 a month rental increases.

Keep in mind, that how the tenant has conducted themselves during their tenancy will reflect come renewal time.

E. Lease Renewal Fee

When your lease renews, there is a \$100 renewal fee charged to the tenant. This is meant to cover the administrative actions in putting all terms in writing, getting signatures, and closing the loop in securing the renewal. The Renewal Fee is forgiven if the tenant is on the Resident Benefits Program along with being in good status for the term of the prior lease.

F. Subletting

Subletting is when you move another person in to share the rent (without adding them to the lease), or move out of the home and let someone else pick up the rent. There is no subletting allowed without company written approval. Fines for violations are stiff. We need to approve all adult residents living in the property. If one of the current tenants or occupants on the lease needs to move out, coordinate this action with Cavalier Estates, LLC. Do NOT sublet to another tenant or occupant without written permission from Cavalier Estates, LLC. We have a procedure to add a renter to the lease. Contact us first!

G. Early Termination

The lease must run full term. If you move early you are still responsible to the lease. We don't allow to let tenants to terminate early.

H. Lawn Care

In most circumstances, the tenant will maintain their own yard. One of the differences you have when renting a house (as compared to a town home or apartment) is you are responsible for lawn care unless there is an agreement between the tenant and Cavalier Estates, LLC that the landlord will maintain the yard. Refer to the lease as to who has responsibilities for the lawn care.

If the tenant would like to request that Cavalier Estates, LLC maintain the yard, this can be arranged. The cost involved will usually be added into the lease agreement raising the monthly rent anywhere from \$100 to \$250 per month depending on the size of yard.

Failing to maintain the yard will create serious problems for the HOA and homeowner. This will generate complaints from the neighbors and if there is an HOA, there could be fines assessed.

Tenants will receive a minimum \$85 charge for any complaint letters from the local HOA regarding any lawn maintenance issues.

I. Pest Control

The tenant is responsible for their own pest control for bugs. We strongly recommend you use a licensed pest control company to manage pests rather than doing it yourself. If you need assistance connecting with a pest control company, we can refer you to the one we use. Tenants can review the pest control policy in your lease.

J. Contact with the Owner

Cavalier Estates, LLC is your management company and will be your only contact during your tenancy. If someone calls or shows up at your door claiming to be the owner (or agent representing the owner or lender), you should be suspicious and not invite them into the home. Do not assume they are who they say they are. Protect yourself at all

times from people who claim to have some authority over the property. If the owner is planning on doing a walk thru at your home, you will be notified well in advance. If someone shows up to your door claiming to be someone wanting to enter the property without you being notified, do not let them in and refer them to us for permission.

Housekeeping Documents

A. Pets (Authorized and Unauthorized)

Many owners will allow pets and some will not. You can have pets with written permission and a pet deposit. If you bring in an unauthorized pet, no matter who the pet belongs to, no matter how long they have been there, we assume you had it the day you moved in and you will pay penalties and daily rates listed in paragraph 9 of the lease.

B. Smoke Detector

We will count smoke detectors at your move in to make sure there is one on every level of the home and properly placed outside and/or one in every bedroom to comply with the Florida requirements. You are responsible for keeping good batteries and replacing batteries as needed in all smoke detectors. Let us know if they do not work after attempting to change batteries. We recommends Jan1 and July 1 to change batteries unless they are the 10 year lithium smoke detectors.

C. Property Visits

It is the policy of Cavalier Estates, LLC to do an annual walk thru to include a third party assessment of the home. In some cases, an owner may require a bi-annual assessment to be completed. These arrangements will be made with you far in advance with appointments scheduled. This should only take less than 30 minutes. We would request that you be present. We are not there to address housekeeping, but to access property issues and report to the owner regarding any deferred maintenance they need to address. We've done hundreds of these over the years and understand your concern for privacy. This will also be a time to point out any concerns you may have with the home so it can be documented at that time.

D. Renter's Insurance

The home is covered by the homeowner under a landlord policy, but your personal property is not included. We strongly encourage you to maintain renter's insurance while you are in the property. Contact your insurance carrier to obtain a policy. Renter's insurance will also cover the contents of your house. In addition, it will cover things like the lost contents of a freezer or refrigerator when the power goes out, or the damage caused by a burst water heater. We are not responsible for such things, so you need good insurance coverage for your personal belongings while you're renting. If you would like to be added to our Resident Benefits Program prior to your lease renew let us know.

E. Resident Benefits Program

Included with ALL lease agreements under Cavalier Estates, LLC is the Resident Benefits Package. Tenants will be named as Additionally Insured under the Cavalier Estates, LLC Master Insurance Policy. Tenants would be responsible for any charged deductibles of \$500 per incident for claims.

Included in the program are the following benefits:

- These features are included with \$39.00 as additional monthly rent:
- One Time Returned Payment Fee Forgiveness. (\$50.00) *Includes a one-time

- waive of the fee in paragraph 7
- One after hours maintenance call fee reduced to \$45.00
- Lease renew fee is waved if tenant has never defaulted or been late on rent.
- HVAC air filters delivered to your door for the term of the lease.
- \$100,000 Tenant Liability Insurance Coverage Provided Under the Cavalier Estates, LLC Master Policy.
- \$20,000 Renter's Content Coverage Provided Under the Cavalier Estates, LLC Master Policy.
- \$10,000 Renter's Bodily Injury Coverage Provided Under the Cavalier Estates, LLC Master Policy.
- In the event of a claim: Tenants are instructed to contact Cavalier Estates, LLC for claim submission.
- Deductible: Cavalier Estates, LLC carries a \$500 deductible which will be applied to any claims charged to the Tenant.
- No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check.
- Included Tenant Portal for Maintenance, Payment Options, and Electronic Statements.
- Free Credit Reporting for All Rental Payments made during this Lease to the credit reporting agency.
- 24/7 Maintenance Hotline with Phone Support.

Utilities

A. Get Utilities Connected Before Move-in

You must make sure utilities are on before you take possession of the property. If you fail to make these arrangements, you may be in the property a few days before the utilities are on. We think we can tell you which company to call, but this is sometimes a moving target and we often don't have the right numbers. If you fail to have the utilities on in your name at move in, there will likely be chaos, frustration, arguments, and costs.

B. Keep Utilities On and Bills Current

Failure to keep utilities on (and bills paid) during your stay may result in a default in your lease. Never turn the heat or air conditioning off during your vacations, especially during cold weather. When utilities are off, there is an increased possibility for burst water pipes, mold, break-ins, etc. Keep garage doors closed during cold snaps, as garages often do not have the insulation houses do and pipes freeze easily. Keep utilities on at all times.

Homeowner Association Issues

If a Home Owners Association manages the community, you need to get familiar with the basic the rules and regulations and follow them to avoid fines and penalties. Some HOA's are very aggressive about enforcement of their rules, and resisting them will only cause you grief and cost you money. Review the HOA's website to get familiar with the rules in the community.

If an owner is charged any sort of fine for any violation, the tenant will ultimately be charged for that plus an administrative penalty from Cavalier Estates, LLC.

Here are some of the most common issues we deal with on a continual basis:

A. Yards

Hands down, the number one complaint we get from owners is letters from the HOA stating that your yard is too long, or the sidewalk and drive way need cleaning. In around 95% of our homes, the tenant is responsible for the yard maintenance and this includes keeping the walks and driveways clean. When they fail at maintaining the yard, walks and driveways to the HOA's liking, the owner gets a nasty gram letter. Often time, this is the first violation of any kind the owner is receiving about anything from the HOA and they typically make a very big deal about this assuming the tenant is not maintaining the yard at all. Most HOA don't like rentals so it's key to go above and beyond their expectations.

If Cavalier Estates, LLC receives a letter from an owner, who has received a letter from their HOA – **we will charge the tenant \$85** regardless of what the letter is for and even if the tenant has already complied with the request. Reason is, at some point the HOA did not falsely put that letter into the mail for no reason – something had to have triggered this. In addition, Cavalier Estates, LLC has to deal with the administrative time and cost to put the corrective action in motion to ensure the HOA request is met.

B. Parking

Most communities have rules about where you can and can't park. Follow the rules and you will avoid violations and fines. Make up your own rules, and you'll hear from them.

C. Access to Amenities

Occasionally there are keys, passes and codes to gain entry to the community amenities. If you have trouble with any of them, let us know and we'll help you secure them. HOAs often try to prevent renters from using the amenities, and there's nothing we can do to change that. Friendliness and cooperation usually help a lot in getting help with these things. Be prepared for the HOA to require you to stop by their office with a copy of the lease, your Identification cards (Driver's License) and sign waivers to use their amenities such as the pool or playgrounds.

D. Mailbox Keys

Most of the time we will provide you with a mailbox key if we are provided one from the homeowner. However, the safest and most correct way to obtain a key is to have the local post office make a new key for the box they assign to you. This way YOU (the tenant) will have the only access to mail in that box.

E. Parking for Boats, Trailers, and RV's

One of the biggest complaints coming out of the HOA's is when a tenant parks a boat, trailer, or RV at the residence. This could be in the driveway or street parking near the home. Most HOA's have rules about when a boat, trailer, or RV can be parked at the residence. If a tenant owns a boat, and has that boat in storage, the HOA will only allow that boat to be temporarily parked at the home over a weekend. An example would be the before and after a weekend fishing trip while gear is picked up and dropped off. Any overnight parking if found will result in a letter sent to the owner. The same holds true for trailers, large commercial trucks, or RV's. A good rule of thumb is that if it is other than a passenger car or truck, the HOA would not want it parked at the residence more than a few hours.

We ask that tenants be aware of these rules. The end state is still the same – if we have to deal with an HOA complaint, we will have to fine the tenant \$85 per occurrence.

Foreclosure Issues

Most homes have mortgages on them and take a priority position over your lease. Occasionally an owner will fall behind on mortgage payments, and a foreclosure would then threaten your rights in the property.

A. What to do if you receive a foreclosure notice

If you receive any notices about a pending foreclosure, forward a copy to our office immediately so we can check it out with the owner. Most foreclosures are called off by the lender in the final days, so don't panic. You may have several options including staying in the property until the end of your lease.

B. Renter's Rights in Foreclosure

In May of 2009, congress passed into law the "Renters Rights in Foreclosure Act" guaranteeing renters the right to remain in a foreclosed property until the anniversary date of their lease. If a foreclosure takes place, you'll be paying rent to the lender, but you won't have to move under the new law. Contact your property manager for more information. Tenants are still responsible for their lease payments until a court orders them different.

Showing Instructions and Move-Out Procedures

Your lease agreement authorizes Cavalier Estates, LLC to show the property for rent prior to your lease ending. We will place a sign in the yard, and place a key box on the property to begin showing the property to prospective tenants.

YOU DO NOT HAVE TO BE PRESENT AT TIME OF SHOWING!

A key box is a locked container in which a key to the property is placed. The key box can be opened with a special combination specific only to that particular key box, with the codes guarded by our staff and our security measures. This will allow only licensed Realtors either from Cavalier Estates, LLC, or other real estate companies to gain access to the property for a showing. If Cavalier Estates, LLC or other licensed agents are denied or are not able to access the Property after first attempting to contact Tenant, Cavalier Estates, LLC may charge Tenant \$85.00 per incident.

WITHDRAW FROM SHOWINGS

Tenant may withdraw Tenant's authorization to place a key box on the Property by providing written notice to Cavalier Estates, LLC and paying a fee of **One Month's Rent** as consideration for the withdrawal. No showings of the home will be permitted during this time to coincide with Tenant's written notice to vacate the Property.

Cavalier Estates, LLC may still show the property at reasonable times to prospective tenants. (Paragraph 14 – lease agreement)

Tenant understands that failure to allow for reasonable showings as well as not keeping the

Property "showable", can constitute default of the lease, and the security deposit, in its entirety, may be forfeited for this reason.

We use Showmojo.com to schedule showings and to record who is showing the property and the time they will request. Your cooperation is valued and can help up us transition the home to a new family. Working together invites good positive results for all involved.

Showmojo.com scheduling Service will record if you deny or cancel showings.

If you need to cancel we ask that you do so with enough time to allow the prospective tenants with their agents or not enough notification.

Do not lock the any keyless deadbolt or interior only locks on the front door. If there is a security system, call our office to confirm that we have the correct security code.

The Lease Agreement also requires you to secure your pets or remove them from the property if they would interfere or prohibit showings.

Tenants will be charged trip charges if they prevent or prohibit showings.

Do not allow any prospective residents in your home unless they are accompanied by their real estate agent, or a staff member from Cavalier Estates, LLC. If they show up unaccompanied by an agent - refer them to our office to make arrangements to see the property. If you have any questions call our office. 813-344-0034 ext 0 for assistance.

MOVE-OUT PROCEDURES

Now that you are moving out, your lease agreement requires that you leave the property in a clean and undamaged condition. We have every intention of returning your security deposit as long as you have fulfilled your agreement with us.

The following information is provided to help you get your security deposit returned without any misunderstandings:

According to Florida statutory law, 83.49, the landlord shall have 15 days to return the security deposit together with interest if otherwise required, or the landlord shall have 30 days to give the Tenant written notice by certified mail to the tenants last known mailing address of their intention to impose a claim on the deposit, and the reason for imposing the claim.

1. Remember to CLEAN your rental property inside/outside to avoid any charges against your deposit. Refer to the Move Out Checklist for further information.
2. Cooperate with showings of the property for sale or rent, keeping the home in a presentable condition. Your lease agreement authorizes us to place a key box on the home, containing a key to show the property, prior to you vacating or at any time the Landlord lists the property for rent or sale. You may withdraw the authorization to place a key box on the property by providing written notice and paying 1 month's rent as consideration for the withdrawal. Landlord will remove the key box within a reasonable time after receipt of the notice of withdrawal and payment of the required fee.

If agents are denied access or are not able to access the property because of tenant's failure to make the property accessible, tenant will be charged a trip charge of \$85.00.

Failure to allow reasonable showings during the final 30 days of the lease constitutes default of the lease. A 7 day notice to cure can be provided to enforce the lease. *Please cooperate with our agents.*

PREPARING FOR MOVEOUT

1. You must provide the office a complete Forwarding Address or we will send your deposit to the last known address we have on file.
2. All Keys, Garage Door Openers and Gate Remotes, Etc. must be turned in by the expiration date of the lease agreement, or pro-rated rent will be charged daily until they are turned in. Post Office keys: If mailbox keys were originally issued by the Post Office, should be turned in to the Post Office with a change of address notice.
3. OnSight Pros will conduct a final move-out inspection after all furnishings have been removed and all CLEANING accomplished and the keys are turned in to Cavalier Estates, LLC, to document the condition that you leave the property---**OnSight Pros will also photograph and document the home. He/She will not be able to tell you what charges will or will not be charged against your security deposit. Move out inspections are completed after the tenants has vacated. Tenants are not allowed to be present during move inspections.**

The property manager will compare the OnSight move-in report with the OnSight move-out report, and the reports from the maintenance personnel after you move-out to determine if there will be any charges against your security deposit.

We do not do move out inspections with tenants present at the property. Remember the OnSight Pros will only take move-out pictures and record to the report. They will not be able to tell you what charges will or will not be charged against you security deposit. They are only there to document the condition of the property.

4. Utilities must be on during the inspection. If the Utilities are not on for the move-out inspection, tenants will be charged a \$85.00 trip charge. Any delays caused by the Utilities not being turned on will delay the return of you security deposit.
5. Tenants are not permitted back on the property after vacating.
6. Call utility companies and arrange for final readings. (Remember: Utilities must be left on for the move-out inspection).

The following suggestions & helpful reminders are listed to ensure the maximum return of your security deposit. Also here are some helpful reminders of items that many people overlook or forget upon vacating. Please use this checklist as a guideline.

The condition of the property will be evaluated according to, but not limited to, the following:

INSIDE:

1. All personal belongings must be removed from the premises.
2. PAINTING: Please remove all nails – DO NOT PATCH, SPACKLE OR SPOT PAINT NAIL HOLES, or touch up paint without approval. If you paint & it does not match or if you do a poor job of filling holes, you will be charged for necessary painting to match the existing paint or to redo spackling. Charges for painting depend

- on length of time in the property and whether it exceeds normal wear & tear. We have professional who know your property that we can arrange to repair if you like to avoid security deposit charge backs.
3. CARPET CLEANING: Don't clean the carpets, we will have that done.
If any Odors or Pet wOdors surfaces after you have vacated the property, the tenant will be responsible for charges incurred to remove the odor. If the cleaning is not done to our satisfaction, tenants will be charged for any additional expense.
 4. Clean vinyl, wood and/or tile flooring. Clean and dust all baseboards.
 5. Clean or replace Air Conditioner filters with pleated filters as you vacate the home.
 6. Walls, baseboards and ceiling must be cleaned and free of cobwebs and lint.
 7. Clean fireplace, hearth and mantle, remove ashes and debris. Be sure hot ashes are properly extinguished prior to disposing.
 8. Clean ALL wall switch plates and outlet covers.
 9. Clean ALL windows inside and out, clean window sills, mini-blinds and vertical slats.
 10. Clean mirrors, windows, and sliding glass doors with glass cleaner. Also clean window and sliding glass door tracks.
 11. Clean ceiling fans and light fixtures - Replace burned out or missing light bulbs, be sure to use the correct wattage and type. Replace broken globes. Make sure the ceiling fan blades including the top and light kits are clean. Also check the ceiling surrounding all fans. Often dust has gathered by the fans and adheres to the ceiling. One of the easiest ways to clean this is to lightly sweep the ceiling with a broom.
 12. Smoke alarms must be operative. Replace batteries as necessary.
 13. Clean ALL closets, storage spaces and shelving free of dust, spider webs and miscellaneous debris.
 14. KITCHEN: Clean Kitchen appliances inside and out, replace burned-out light bulbs:
 - A. Clean oven, stove and under drip pans. If the drip pans and rings on the range are not clean and in like-new condition, it would be more economical for you to replace them yourself, rather than to be charged for them. Foil covering drip pans is not acceptable.
 - B. Clean oven/range hood vent including filter.
 - C. Wash out refrigerator and compartments, including freezer. Don't forget to wash off the top exterior of the refrigerator and clean the rubber gasket around refrigerator and freezer door. Clean bottom vent.
 - D. Clean dishwasher. Run empty dishwasher one last time. Use the normal amount of soap you would use for a full load. Wipe down the gasket and the door and do the surrounding areas.
 - E. Be sure garbage disposal is clean and free of debris. (Do not use fingers to check) Return/replace sink stoppers.
 - F. Clean all countertops, cabinets and drawers.
 - G. Clean all cabinets, inside and out.
 - H. Clean all drawers, inside and out.
 - I. Clean sinks, faucets and countertops. Return stoppers to sink.
 15. BATHROOMS:
 - A. Clean counter tops, sink(s), soap dishes, tiles, fixtures, tub and/or showers. Be certain they are free of mold/mildew, soap scum, scale and rust.
 - B. Clean mirrors, light fixtures and medicine cabinets.
 - C. Clean all cabinets and cabinet drawers – inside and out.
 - D. Clean toilets inside and out and remove all lime deposits. Clean toilet seat surfaces, top and bottom.
 - F. Mop or vacuum flooring.

Do not use scouring power to clean acrylic or fiberglass tubs. It will ruin the finish

OUTSIDE:

1. Lawns must be neatly mowed and edged, trees and shrubs trimmed or pruned, yard watered and all trash and debris removed.
2. Any animal droppings are to be picked up and disposed of.
3. All trash and garbage must be removed from the premises (including curbside). If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away.
4. Replace damaged screens and windows.
5. Walkways, driveways, patios and garage floors must be cleaned and free of oil, grease and other debris.
6. Repair any pet damage and spot treat carpets as needed with pet deodorizer.
7. Clean outdoor light globe(s), replace burned out or missing light bulbs.

In our experience, after the work and stress of moving out, tenants may be too tired to clean the house. We recommend to tenants to allow us to clean the home – **see attached sheet on Cavalier Estates, LLC \$475 cleaning service.** (This will not cover outside lawn issues)

If you hire a professional cleaning service you should provide them a list of what we expect, and ensure they complete the work. Hiring a professional cleaning service (maid service) will not guarantee the home is clean.

Please follow the above instructions carefully. If the house does not meet the prerequisites after the inspection, applicable charges will be made with no exceptions.

Tenants are not permitted back in the property after vacating.

Upon leaving, please be sure to fully secure the property by locking all windows and doors.

Rental Verifications:

We often receive requests from mortgage companies and other landlords wanting a rental verification of a tenant's rental history. Usually they want this information filled out and returned to them immediately. We are happy to comply; however, we require a \$35.00 processing fee in order to cover the costs and time associated in performing this service.

POSSIBLE CHARGES TO SECURITY DEPOSIT

We have compiled a list of average charges. Nothing herein shall be construed as a limitation on agents' rights to pursue resident for damages not specifically listed.

These are minimum charges and prices may not include trip charges or labor.

GENERAL CLEANING CHARGES:

Clean Carpet \$150 + Oven or Stove \$75 +
 Vent Hood \$35+ Replace Range Pans \$40+
 Refrigerator \$50 + Freezer \$20+
 Counters/Cabinets \$5+ each Toilet \$30+
 Drawers/Sinks \$5+ each Bathtub \$30+
 Dishwasher \$20 + Mirrors \$10 +each
 Mini-Blinds \$20+ each Windows \$10 +each
 Vertical Blinds \$35+ Floors \$30 +
 Ceiling Fans \$25+ Patio \$25 +
 Sliding Glass Door \$25+ Clean Garage \$50 +
 Cleaning dirty vent a hood \$35 + Furniture Removal \$75 +
 Cleaning walls (per wall) \$35+
 Re-keying when no keys are returned \$85+
 Trash Removal from interior of house \$65 +
 Trash Removal from exterior of house \$65 +
 Wash windows and tracks \$20+each
 Cleaning Fireplace \$35 +does not include chimney

DAMAGE/REPLACEMENT CHARGES:

Tub stopper/Drain covers \$15+ Blind Wand
 \$5+ Drip Pans (all 4) \$45+ Vertical Slats \$15+
 Vertical Blinds \$100 + Light Bulbs \$5+ each
 Mini-Blinds \$40 + Specialty Bulbs \$15 +each
 Light Fixtures \$100 + Screens \$35+
 Door Replacement \$100 + Window \$200+
 Light Globes \$25+ Oven Rack \$30+
 Toilet Seat \$40+ Switch Plates \$5+ each
 Reinstall Doors on Track \$30+ Battery for smoke alarm \$10.00+
Service call / Trip Charge \$85+

These minimum charges are subject to change at any time without notice.

COST AND LABOR WILL BE CHARGED FOR:

Counter Repair, Carpet Replacement, Vinyl Replacement, Drywall Repair, Painting,
 Mow and Trim Lawn, Trim Shrubs, Trim Trees

All Keys, Garage Door Remotes, Gate Remotes, Pool Keys, etc. must be turned into the office at the scheduled time.

Cleaning Services - \$475

After many requests from outgoing tenants and owners, Cavalier Estates, LLC can offer a flat-rate cleaning service for the homes that we manage. This service is offered to both tenants and owners and will include maid service, and professional carpet cleaning.

For a flat fee of \$475, Cavalier Estates, LLC will provide the following cleaning services:

- Top to bottom – “hotel ready” maid service
 - Clean all bathrooms
 - Clean kitchen – stove, microwave, counters, refrigerator
 - Wipe down all blinds, ceiling fans, bannisters, light fixtures
 - Sweep and mop all hard surfaces
 - Remove minor trash
 - (Excessive trash removal will incur additional fees)
 - Sweep off any exterior living spaces – front and back porches
- Professional Carpet Cleaning – entire home
 - Spot stain treatment
 - Pet treatment where needed
 - Steam Clean all carpets in the home

This service is not a money making effort by Cavalier Estates, LLC. It is offered to ensure that the home is getting cleaned, and that we will be held accountable. Too many problems have occurred in the past when tenants claim they clean the home – and we have to re-clean it on their behalf. Or, the owner has left the home in “clean” condition, only to find that the tenant is very displeased with the move in condition. Everyone has a different level of clean, but in the end, it’s on Cavalier Estates, LLC to deal with an unclean home.

We encourage all owners and tenants to take advantage of this program. As we like to say – if it’s not done right, WE (Cavalier Estates, LLC) will be responsible for the home being clean and will make it right.

OUTGOING TENANTS: This fee CAN NOT be taken out of the security deposit and will need to be paid for up front.

Frequently Asked Questions:

A. When is my Move-Out Inspection?

The landlord is responsible for documenting damages to the property when you move out that will be the basis for charges against your security deposit. This inspection will be done within a few days of you completely vacating the property. We can’t do a complete move out inspection until you have completely vacated. If you are not completely out of the home when the inspector arrives, it will cost you money for their return trip.

B. Why is there a lockbox on my door?

The lease gives us the right to market the property during your stay. We will install a lockbox and put a sign in the yard. Courtesy will always drive our showing and calls will always be attempted prior to our showing prospective tenants. You may opt out of this see your lease for how to opt out of the showings.

C. What happens if I limit showings?

During the final days of your occupancy it is important that you continue to comply with your lease agreement, especially as it relates to making the property available to be previewed by prospective buyers or tenants.

D. How do I get my security deposit back?

Our greatest desire is to give you all your security deposit back. You can control this by taking great care of the home during your residency and making sure that it is clean and free of debris for your move out inspection. During the move out inspection we will take your move in inspection and compare it to the current condition of the home. We will have to charge for the items not identified at move in.

E. What are maintenance charges to me if all items are not satisfactory at move-out?

We pay maintenance contractors and cleaning companies to do the work. They charge us standard retail rates for quality work. You will pay the cost to repair or replace the item(s) back to the original condition. Save yourself money and return the house to its original condition when you move out. Don't forget to turn in keys, garage remotes, pool passes, gate passes and mailbox keys!

F. Once you have determined the charges for repairs, can I get back in and do it myself?

No. Once we have completed the move-out inspection, you will not be allowed to return to the property. Complete all cleaning and repairs prior to the move-out inspection.

G. Where will the security deposit check be mailed?

The deposit will be mailed to the address that you give us in writing. If no address is given it will be mailed to the last known address we have.

H. What happens if I accidentally take the garage door remotes?

If the remotes are missing at move-out, we will charge you for them. Because garage door remotes are expensive and some brands are hard to find, we will give you 5 days to return the remotes to our office. If we receive them within 5 days, we will take the charge off the move-out inspection.

I. Do I have to be present during the move-out presentation?

No. We understand the difficulties in scheduling time away from your job. Your presence is not required nor is it allowed at the move-out. Inspections are performed by a 3rd party. We compare the move in report to the move out report. Each report is most likely performed by a different person.

J. What if I do not have the time to do house cleaning, carpet cleaning, flea treatment, landscaping or other repairs?

We have reliable people who can do these things for you. We are happy to help. However, if you don't handle this we will deduct the cost of the invoices from your security deposit. Carpet and flea treatment receipts must be provided at time of move out inspection.

K. How is the security deposit disbursed if there are roommates?

We will disburse the funds according to written instructions signed by all Residents. If all cannot agree, Cavalier Estates, LLC will disburse one check to all Residents on the lease.

L. What are my responsibilities if I had a pet?

The pet addendum calls for some specific items that you must do at move-out:

1. Schedule through our office to have the carpets professionally cleaned and deodorized.
2. Remove all evidence of the pet. Watch for food dishes, pet hair, leashes, pet waste, holes in the yard, and repair any damage caused by the pet. Owners are particularly sensitive to pet damage, so we will be too.
3. Get rid of all pet related odors.

M. How do I handle utilities?

You are responsible for your utilities through the day of the move out inspection. Contact your utility companies and alert them of your moving date. Notify Cavalier Estates, LLC in writing concerning your last day of occupancy so we can make arrangements to keep them on.

N. What happens if my deposit is insufficient to pay all I owe?

You must make arrangements to settle up your account within 30 days of your move-out. Every effort will be made to give you time to pay what you owe. Unsettled accounts will be reported to the Credit Bureau and turned over to collection agencies for processing.

O. What happens if I am not out the date I expected to be out?

An eviction will be filed.

Miscellaneous

A. Lockouts

We all lock ourselves out of our homes from time to time. If this happens outside of regular business hours, we will be unable to help you as we do not carry a locksmith on staff that can come out at 2 AM. The cost incurred is tenant responsibility. If you need an extra key, we can have one installed in an exterior lock box coded to a code you only know. Please clear this code and update our staff when you move of this lock box code.

B. Home Warranties

Some owners have purchased a home maintenance warranty on the property. Although they generally respond in a timely manner, they need your full cooperation to get their contractors into the property to make the necessary repairs. Since we don't control these contractors, there's not much we can do to create urgency for them. As our relationship grows, you'll become accustomed to the quick, efficient service you receive from our contractors handling your maintenance requests. Please be aware that your experience with home warranty contractors may not be the same. You'll be contacted by the home warranty company for covered repairs and will make your own scheduling arrangements directly with them. You may be asked to pay the contractor their service fees at the time of service, which ranges anywhere from \$40 to \$125 per contractor. You'll then submit your receipt from the home warranty contractor and be reimbursed by Cavalier Estates, LLC for these fees. We can't re-pay you without a receipt.

Buying A Home

A. The Home You're Renting

Cavalier Estates, LLC will be happy to assist you in purchasing the home you are leasing provided the owner is willing to sell, and all parties agree to the terms. A sale of this type could take place at any time during your residency; it would not necessarily have to coincide with the end of your lease term. If you are interested in purchasing the home you're currently leasing, please contact us to discuss further.

B. A Home Outside Cavalier Estates, LLC

Cavalier Estates, LLC is also a real estate brokerage. In Florida, to conduct property management, a real estate broker's license is required. We will also be happy to assist you in purchasing a home that is not a Cavalier Estates, LLC managed property. We have several agents that cover the Tampa Bay area willing to walk you through the purchase process. This can happen when you give your notice to vacate per your lease requirements, or in the event you want to move sooner, you may choose to exercise the Early Termination clause as stated in your lease. Your property manager and agent can advise you ahead of time what the steps are so you can plan accordingly.

This will conclude the Cavalier Estates, LLC Tenant Handbook. Should you have any questions or concerns outside of this document, feel free to contact us for further information.