

## Rental Agreement and Lease

This Rental Agreement or Residential Lease shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. Landlord/Lessor/Agent, Absentee Shawnee Housing Authority, shall be referred to as "OWNER" and Tenant(s)/Lessee, \_\_\_\_\_, shall be referred to as "RESIDENT." As consideration for this agreement, OWNER agrees to rent/lease to RESIDENT and RESIDENT agrees to rent/lease from OWNER for use solely as a private residence, the premises located at \_\_\_\_\_ in the city of Shawnee, Oklahoma.

1. TERMS: RESIDENT agrees to pay in advance \$ \_\_\_\_\_ per month on the 1st day of each month. This agreement shall commence on 10/04/2011 and continue until 10/04/2012. Renewal of this lease will not be executed until an inspection is performed by the Landlord.

2. PAYMENTS: Rent and/or other charges are to be paid at such place or method designated by the owner as follows 107 North Kimberly, Shawnee, OK. All payments are to be made by check or money order and cash shall be acceptable. OWNER acknowledges receipt of the First Month's rent of \$ \_\_\_\_\_, and a Security Deposit of \$ \_\_\_\_\_, and additional charges/fees for application fee \$25.00, for a total payment of \$ \_\_\_\_\_. All payments are to be made payable to Absentee Shawnee Housing Authority.

3. SECURITY DEPOSITS: The total of the above deposits shall secure compliance with the terms and conditions of this agreement and shall be refunded to RESIDENT within 30 days after the premises have been completely vacated less any amount necessary to pay OWNER; a) any unpaid rent, b) cleaning costs, c) key replacement costs, d) cost for repair of damages to premises and/or common areas above ordinary wear and tear, and e) any other amount legally allowable under the terms of this agreement. A written accounting of said charges shall be presented to RESIDENT within 30 days of move-out. If deposits do not cover such costs and damages, the RESIDENT shall immediately pay said additional costs for damages to OWNER.

4. LATE CHARGE: A late fee of \$ 20.00, shall be added and due for any payment of rent made after the 5<sup>th</sup> business day of the month. Any dishonored check shall be treated as unpaid rent, and subject to an additional fee of \$ 25.00.

5. UTILITIES: RESIDENT agrees to pay all utilities and/or services based upon occupancy of the premises.

6. OCCUPANTS. ONLY the following individuals shall occupy the subject residence:

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**7. PETS: No Pets or Animals of any kind shall be kept on the premises or common areas.**

I, RESIDENT, have read and understand the OWNER'S pet restrictions described in section 7. Initial \_\_\_\_\_

8. NOISE: RESIDENT agrees not to cause or allow any noise or activity on the premises which might disturb the peace and quiet of another RESIDENT and/or neighbor. Said noise and/or activity shall be a breach of this agreement.

9. DESTRUCTION OF PREMISES: If the premises become totally or partially destroyed during the term of this Agreement so that RESIDENT'S use is seriously impaired, OWNER or RESIDENT may terminate this Agreement immediately with written notification.

10. CONDITION OF PREMISES: RESIDENT acknowledges that he/she has examined the premises and that said premises, all furnishings, fixtures, furniture, plumbing, heating, electrical facilities, all items listed on the attached property condition checklist, if any, and/or all other items provided by OWNER are all clean, and in good satisfactory condition except as may be indicated elsewhere in this Agreement. RESIDENT agrees to keep the premises and all items in good order and good condition and to immediately pay for costs to repair and/or replace any portion of the above damaged by RESIDENT, his guests and/or invitees, except as provided by law. At the termination of this Agreement, all of above items in this provision shall be returned to OWNER in clean and good condition except for reasonable wear and tear and the premises shall be free of all personal property and trash not belonging to OWNER. It is agreed that all dirt, holes, tears, burns, and stains of any size or amount in the carpets, drapes, walls, fixtures, and/or any other part of the premises, do not constitute reasonable wear and tear.

11. ALTERATIONS: RESIDENT shall not repair, paint, wallpaper, alter or redecorate, change or install locks, install antenna or other equipment, screws, fastening devices, large nails, or adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises without the written consent of the OWNER except as may be provided by law.

12: PROPERTY MAINTENANCE: RESIDENT shall deposit all garbage and waste in a clean and sanitary manner into the proper receptacles and shall cooperate in keeping the garbage area neat and clean. RESIDENT shall be responsible for disposing of items of such size and nature as are not normally acceptable by the garbage hauler. RESIDENT shall be responsible for keeping the kitchen and bathroom drains free of things that may tend to cause clogging of the drains. RESIDENT shall pay for the cleaning out of any plumbing fixture that may need to be cleared of stoppage and for the expense or damage caused by stopping of waste pipes or overflow from bathtubs, wash basins, or sinks.

13. HOUSE RULES: RESIDENT shall comply with all house rules as stated on separate *Statement of Particulars* but which are deemed part of this rental agreement, and a violation of any of the house rules is considered a breach of this agreement.

14. CHANGE OF TERMS: The terms and conditions of this agreement are subject to future change by OWNER after the expiration of the agreed lease period upon 30-day written notice setting forth such change and delivered to RESIDENT. Any changes are subject to laws in existence at the time of the Notice of Change of Terms.

15. TERMINATION: After expiration of the leasing period, this agreement automatically is reformed month to month, but may be terminated by either party giving to the other a 30-day written notice of intention to terminate. Where laws require "just cause", such just cause shall be so stated on said notice. The premises shall be considered vacated only after all areas including storage areas are clear of all RESIDENT'S belongings, and keys and other property furnished for RESIDENT'S use are returned to OWNER. Should the RESIDENT hold over beyond the termination date or fail to vacate all possessions on or before the termination date, RESIDENT shall be liable for additional rent and damages which may include damages due to OWNER'S loss of prospective new renters.

16. POSSESSION: If OWNER is unable to deliver possession of the residence to RESIDENTS on the agreed date, because of the loss or destruction of the residence or because of the failure of the prior residents to vacate or for any other reason, the RESIDENT and/or OWNER may immediately cancel and terminate this agreement upon written notice to the other party at their last known address, whereupon neither party shall have liability to the other, and any sums paid under this Agreement shall be refunded in full. If neither party cancels, this Agreement shall be prorated and begin on the date of actual possession.

17. INSURANCE: RESIDENT acknowledges that OWNER insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others, and/or any other causes, nor shall OWNER be held liable for such losses. RESIDENT is hereby advised to obtain his own insurance policy to cover any personal losses.

18. RIGHT OF ENTRY AND INSPECTION: OWNER may enter, inspect, and/or repair the premises at any time in case of emergency or suspected abandonment. OWNER shall give 24 hours advance notice and may enter for the purpose of showing the premises during normal business hours to prospective renters, for smoke alarm inspections, and/or for normal inspections and repairs. OWNER is permitted to make all alterations, repairs and maintenance that in OWNER'S judgment is necessary to perform.

19. ASSIGNMENT: RESIDENT agrees not to transfer, assign or sublet the premises or any part thereof.

20. PARTIAL INVALIDITY: Nothing contained in this Agreement shall be construed as waiving any of the OWNER'S or RESIDENT'S rights under the law. If any part of this Agreement shall be in conflict with the law, that part shall be void to the extent that it is in conflict, but shall not invalidate this Agreement nor shall it affect the validity or enforceability of any other provision of this Agreement.

21. ATTORNEY FEES: If any legal action or proceedings be brought by either party of this Agreement, the prevailing party shall be reimbursed for all reasonable attorney's fees and costs in addition to other damages awarded.

22. JOINTLY AND SEVERALLY: The undersigned RESIDENTS are jointly and severally responsible and liable for all obligations under this agreement.

23. REPORT TO CREDIT/TENANT AGENCIES: You are hereby notified that a nonpayment, late payment or breach of any of the terms of this rental agreement may be submitted/reported to a credit and/or tenant reporting agency, and may create a negative credit record on your credit report.

24. NOTICES: All notices to RESIDENT shall be served at RESIDENT'S premises and all notices to OWNER shall be served at 107 N. Kimberly, Shawnee, OK 74801

25. INVENTORY: The premises contain the following items that the RESIDENT may use. These items are the property of the Absentee Shawnee Housing Authority and must remain in the home. \_\_\_\_\_.

26. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between OWNER and RESIDENT. No oral agreements have been entered into, and all modifications or notices shall be in writing to be valid.

27. RECEIPT OF AGREEMENT: The undersigned RESIDENTS have read and understand this Agreement and hereby acknowledge receipt of a copy of this Rental Agreement.

RESIDENT'S Signature \_\_\_\_\_  
{Type Name Here}

Date \_\_\_\_\_

OWNER'S Signature \_\_\_\_\_  
Sherry Drywater, Executive Director

Date \_\_\_\_\_

ABSENTEE SHAWNEE HOUSING AUTHORITY

107 North Kimberly

P.O. Box 425

Shawnee, OK 74802-0425

Phone (405) 273-1050 Fax (405) 275-0678

Notice to Vacate or Re-new Lease Agreement

Date of Notice: September 2, 2012

Resident(s): \_\_\_\_\_

Premises: \_\_\_\_\_

Lease Expiration Date: \_\_\_\_\_

Rent Increase: N/A

Instructions:

1. Please indicate if you wish to re-new your lease, or if you intend to vacate by the expiration of your current lease by circling either "re-new" or "vacate".
2. Be sure to sign and date this notice
3. Return this completed notice to the Absentee Shawnee Housing Authority in the envelope provided no later than **Friday, September 28, 2012.**

Please circle whether your wish to renew or vacate

**RENEW LEASE** or **VACATE**

Notice to owner, **Absentee Shawnee Housing Authority**

I agree to re-new our lease for a term of One (1) year at the rent of \$ \_\_\_\_\_

Beginning \_\_\_\_\_ and ending on \_\_\_\_\_. I understand that the terms, rights and conditions in our original lease will still apply as agreed.

Or

I intend to vacate the premises on \_\_\_\_\_, leaving the property in good condition as agreed in my lease, no later than the expiration of the term of our lease.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date