



EXHIBIT B: MAINTENANCE

This Exhibit is part of the Lease dated _____, for the Property located at _____ between the Owner, _____, and the Tenant(s): _____, _____, _____, and _____.

1. TENANT INSTRUCTIONS FOR REQUESTING MAINTENANCE ON THE PROPERTY.

- a. **MAINTENANCE REQUESTS MUST BE MADE IN WRITING.** The easiest way to submit a maintenance request is via the web form on the home page of Management's website, www.brickandbloomp.com. The Management office will log the maintenance request as a work order, contact Tenant to acknowledge the maintenance request, and assign a vendor to the repair.
- b. **EMERGENCY MAINTENANCE.** An emergency is a threat to life or the property such as fire, flood, electrical problem, gas leak, a tree fallen on the property, etc.
 1. Emergencies involving fire: call 911.
 2. Emergencies involving gas: call the gas company at (770) 907-4231 or (877) 427-5463 and if necessary, 911.
 3. Emergencies involving electrical danger: call the utility service at (888) 891-0938 or 911.
 4. **In an emergency, call the Management office at (404) 806-9144 ext 5. MANAGEMENT'S RIGHT OF ACCESS.** Management may enter the property at any time for maintenance. As a courtesy, Management may attempt to give advance notice of maintenance at the property, but advance notice of maintenance is not required. Also as a courtesy, Management may offer Tenant a choice of having the Management office give a key to the vendor assigned to the repair or having the vendor meet Tenant at the property by appointment. If an appointment is chosen, Tenant must accommodate the vendor's schedule. If Tenant makes an appointment with a vendor but does not keep the appointment, resulting in a wasted trip for the vendor, Tenant agrees to pay a minimum wasted trip fee of \$75. Some vendors, particularly licensed trades, charge higher wasted trip fees. If the vendor's wasted trip fee exceeds \$75, Tenant agrees to pay the higher fee. In the event of any logistical difficulty for the vendor to meet the Tenant, or at Management's discretion, the vendor will enter with a key from the Management office. Management may from time to time document the interior and exterior condition of the property with a video camera. If Property has a security system and Tenant activates or changes the access code to same, Tenant shall notify Management of the access code.

- ### 2. TENANT MAY NOT IMPROVE, REPAIR, ALTER, OR MODIFY PROPERTY WITHOUT MANAGEMENT'S PRIOR WRITTEN PERMISSION.
- Tenant shall not improve, repair, alter, or modify the Property, including but not limited to painting, landscaping, or changing the locks, without the prior written permission of Management. Any improvements, repairs, alterations or modifications approved by Management shall be deemed to be for the sole benefit of Tenant and Tenant expressly waives all rights to recover the cost or value of the same. Any improvements, repairs, alterations or modifications to the Property made by Tenant without the approval of Management shall be deemed to be damage done to the Property by Tenant. Any expenses incurred by Management to remedy any violations of this provision shall be reimbursed to Management by Tenant within fourteen (14) days of the receipt of an invoice from Management. If Tenant fails to timely pay said invoice Tenant shall be in default of this Lease.

3. TENANT RESPONSIBILITIES FOR TROUBLESHOOTING PROBLEMS.

- a. **If the air conditioner does not work**, check ALL circuit breakers. Often during hot weather or if a circuit breaker overloads, it will trip off the circuit breaker. A tripped circuit breaker is often difficult to see, and it could appear that it is not tripped. Therefore, Tenant must turn the breaker all the way off and then turn the breaker all the way on. If circuit breaker is not turned all the way off, it does not reset itself to correct the problem.
- b. **If the electricity does not work in part of the house:**
 1. Check for Ground Fault Circuit Interrupt (GFCI) outlets, which are usually located in the garage, patio, kitchen, or the bathroom. Reset tripped GFCI outlets by pushing the small button in the middle of the outlet.
 2. Check the circuit breakers to see if any have been tripped.
- c. **If the circuit breakers continually keep going off:** Check to see if too many appliances running at the same time (irons, microwave, toaster, curling iron, computers, printer, blow dryers, etc.) are causing an overload.
- d. **If the smoke alarm or carbon monoxide (CO) alarm does not work, check the following:** First, replace the batteries. Tenant is responsible for the replacement of batteries. If a new battery does not work, submit a maintenance request. It is important to replace batteries and NOT disconnect the smoke alarm or CO alarm. Normally the alarm will emit a beeping sound when the batteries are not working or losing their charge.

5. TENANT RESPONSIBILITIES FOR ROUTINE MAINTENANCE

- a. **Plumbing blockages.** The only items safe to put down the drains of the property are human waste and toilet paper. The following items are prohibited: paper towels, grease, tampons, sanitary napkins, food, condoms, paint, toys, and litter from pet waste. While Management is responsible to repair the plumbing systems when they wear out or break in the course of normal use, Tenant is responsible for repairs that are caused by Tenant's negligence. If Tenant puts any item down the drain other than human waste and toilet paper and causes a plumbing blockage, the resulting plumbing invoice shall be paid by Tenant as additional rent within fourteen (14) days of the receipt of an invoice from Management.
- b. **Garbage disposal.** Tenant will be charged the vendor fee for unblocking a garbage disposal if any of the following are found to have blocked the garbage disposal: bones, banana peels, corn husks, pasta, cornmeal, stringy vegetables, "twister" seals, screws, nails, cigarette butts, flower clippings, toys, coins, grease, shellfish shells, celery, onion skins,

potato peels, rice, meat fats, artichokes, bottle caps, rubber bands, string, popcorn kernels, egg shells, coffee grounds, glass, utensils, fruit pits, washcloths, or sponges. A good rule is, "If you cannot chew it, do not put it in the garbage disposal."

- c. **Pest control.** Management will be responsible for termite and rodent control. The party responsible for pest control (described in the Summary of Terms) shall be responsible for addressing any problems with ants, cockroaches, spiders and other insects. Tenant shall be responsible for the immediate treatment of any bed bugs in the Property by a licensed Georgia pest control operator and the immediate removal of any mattresses, bedding, clothing and other similar items that may contain bed bugs or bed bug larvae.
 - d. **Lawn and exterior maintenance.** If Tenant is responsible for maintaining the lawn (described in the Summary of Terms), Tenant shall keep the lawn mowed and edged, beds free of weeds, shrubs trimmed, trash and grass clippings picked up on a regular basis (minimum of once every two weeks in growing season and fall leaf season) and shall keep the Property, including the yard, lot, grounds, walkways and driveway clean and free of rubbish, trash and debris. If an irrigation system is present, Tenant shall monitor the level of water needed and, if necessary, contact Management for additional help or instruction.
 - e. **Pets.** Tenant shall keep pets from causing damage and pick up all pet droppings on the property.
 - f. **Light bulbs.** It is the tenant's responsibility to replace light bulbs unless the light bulbs cannot be reached with a small stepladder.
 - g. **Filters.** Change HVAC air filters at least quarterly. The system will run more efficiently, you will save money, and have less dust in your home.
 - h. **Water filtration systems.** If the home is furnished with a water filtration system, Tenant is responsible for changing water filters and for purchasing new filters. If the refrigerator includes a water filtration system, Tenant is responsible for changing water filters and for purchasing new filters.
 - H. **Mold and mildew.** Tenant acknowledges that it is necessary for Tenant to provide appropriate climate control, keep the Property clean, and take other measures to retard and prevent mold and mildew from accumulating in the Property. Tenant agrees to clean and dust the Property on a regular basis and to remove visible moisture accumulation on windows, walls, floors, ceilings, and other surfaces as soon as reasonably possible. Tenant agrees not to block or cover any of the heating, ventilation or air-conditioning ducts in the Property. Tenant also agrees to immediately report to the management office in writing: (i) any evidence of a water leak or excessive moisture in the Property, as well as in any storage room, garage, or other common area; (ii) any evidence of mold-or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area; (iii) any failure or malfunction in the heating, ventilation or air conditioning system in the Property; and (iv) any inoperable doors or windows. Tenant further agrees that Tenant shall be responsible for damage to the Property and Tenant's property as well as injury to Tenant and Occupants resulting from Tenant's failure to comply with the terms of this Paragraph.
6. **TENANT RESPONSIBILITIES AT MOVE-OUT.** Tenant should use the following as a guide for cleaning the Property when moving out. Tenant is not responsible for normal wear and tear to the Property during the term of the Lease, however Management does not consider dirt in any form within the scope of normal wear and tear.
- A. **All rooms**
 - 1. Remove from walls any nails, tacks, anchors, and window covering hangers that Tenant installed.
 - 2. Clean baseboards and corners, being careful to remove all dust and cobwebs.
 - 3. Clean floors and vacuum carpet.
 - 4. Wash off shelves in closets and remove all hangers and shelf lining.
 - 5. Clean light fixture coverings, around light switches and door frames.
 - 6. Clean out fireplace (if applicable).
 - B. **Kitchen**
 - 1. Clean oven, oven walls and grills, broiler pan, and storage space.
 - 2. Clean vent-a-hood (run through dishwasher if available).
 - 3. Wipe kitchen cabinets and clean inside, outside, and on top. Remove all liners. Handle drawers in the same manner.
 - 4. Clean refrigerator including crisper, walls, containers. Defrost freezer, removing all water. Unplug and leave the door open. Clean behind, on top and underneath, where possible.
 - 5. Clean sink and counter top.
 - 6. Clean floor.
 - 7. Clean light fixture coverings.
 - 8. Remove all cleaning solution residue.
 - C. **Bathroom**
 - 1. Clean all light fixtures and coverings.
 - 2. Clean medicine cabinet and mirrors (should be free from streaks).
 - 3. Sweep, mop, and clean all vinyl and tile flooring.
 - 4. Thoroughly clean toilet, sink, cabinet, and tub or shower. Remove all cleaning residues.
 - 5. Clean all wall/floor/tub/shower tile, grout, and caulk with an appropriate cleaning solution.
 - 6. All soap, dishes, handles, racks, faucets, and walls should be free of dirt and stains.
 - D. **Exterior, basements, outbuildings and yard** (if Tenant is responsible for lawn maintenance)
 - 1. Cut grass, rake, and remove trash and leaves from yard.
 - 2. Sweep off all porches and decks.
 - 3. Sweep out basement, carport, garage and any outbuildings, leaving only those items that came with the property.

4. Place all trash, garbage and debris where garbage company instructs for pickup, or remove from property. If Tenant leaves items which the garbage company will not accept, Tenant must have them hauled off at Tenant's expense.
- E. **Keys and access devices.** In order to return possession of the Property to Management, all keys, access cards, and remotes must be returned to a Management representative. Tenant must not leave the keys, access cards, and remotes in the Property. If Tenant does not hand the keys to a Management representative, Tenant will continue to incur charges pro-rated by the day according to the Lease.

Tenant Date

Tenant Date

Tenant Date

Tenant Date

Brick and Bloom Property Management LLC., Agent for Owner Date