

**PREFERENCE PROPERTIES LLC 705 EAST WILCOX,
SIERRA VISTA, AZ 85635 520 803-RENT 7368**

TENANT INFORMATION AND INSTRUCTIONS

Please read and retain for future reference.

It is a pleasure to welcome you as our tenant. We believe that if you are familiar with some of our obligations, responsibilities, and policies, most misunderstandings will be avoided and, consequently a better relationship will be established between us.

We at Preference Properties LLC represent the owners of our properties and can only rent to you upon a favorable credit report & other qualifying factors. We are bound by legal contracts with them, as well as with our tenants.

We believe we can best serve the interests of all parties by offering complete, courteous, and prompt service to you. Both parties to any lease or rental transaction have certain obligations and responsibilities. THESE OBLIGATIONS DO NOT LIE SOLELY WITH US, THE PROPERTY MANAGERS. You are requested to read the lease agreement, which you have signed or will sign with us. It is a legal document and is binding on all parties who have signed it. We as the Property Manager, have no authority to deviate from this contract. We will be very happy to answer your questions, but you are requested not to ask us to breach any of its covenants.

Your deposit indicates your good faith that you will abide by all covenants of the lease agreement. If you do not fulfill your part of the contract, the deposit will be used to reimburse the owners for any loss he suffers. If the deposit should be inadequate to cover the loss, you will be billed for the balance or turned over to a collection agency.

We may be forced to use some or all of your deposits for the following reasons: (1) failure to give full (30) days written notice, as per the Arizona Landlord and Tenant act and the 30 Day Notice to Vacate prior to the expiration of your Lease Agreement, that you intend to vacate the property. WE CANNOT ACCEPT THIS REQUIRED NOTICE BY TELEPHONE. However, you may telephone us to request a form to use in submitting your written notice. (A form has already been provided upon signing your lease); (2) failure to leave premises clean when vacated; (3) damage to building, built-in appliances, or landscaping through negligence, misuse, or maliciousness.

If a military transfer occurs prior to the expiration of your lease, the military clause applies. You are still required to give a full 30 days notice from the 1st of the month and must provide a copy of your orders. If you must move out without being able to give the required notice, we will make every effort to again rent the property before you leave and reimburse you any rent that may be due to you. We do not collect rent from two different tenants on the same property at the same time. Military personnel transferred away from the area must turn in a copy of their orders.

We will accommodate, to the fullest extent possible, any person with a disability by making reasonable modifications of existing premises. In most cases the tenant will be expected to share in the expense of the modification.

Property will be checked out only after you have completed all the required cleaning listed on Security/Damage & Cleaning Form. Checkouts will be made by appointment between 10:00 a.m. and 4:00 p.m., Monday through Friday.

During the term of your lease you will be required to take normal care and perform normal maintenance on the property and its equipment, including watering grass, shrubs and trees and removing weeds.

You must keep your drains free of grease, hair, lint, or food, which can clog them if they are not flushed out occasionally with a good chemical drain cleaner. The owners will pay only for stoppages that are caused by faulty construction, such as mortar or stones, in the sewer, or by tree roots. If you should have a stoppage and you are unable to clear it, please call a drain service (Roto Rooter 458-9296). If they determine that the stoppage was caused by mortar, stones, or tree roots, we will reimburse you for the expense. **Otherwise it is your responsibility.** We highly recommend that you **DO NOT** put potato/carrot peels, pasta down the garbage disposal! If a jamb occurs there are UTube videos available to help you to un-jamb the disposal. If you cannot get the disposal running, please submit a work order on-line and you will be charged accordingly.

If you have a repair, please submit a service request via your tenant portal and an appropriate service person will be assigned to you. In the event of an emergency, there are instructions for after hours procedures. Call the office at 520 803-7368, Press the number 2. (In case of a broken pipe locate your main turn off valve to turn off the whole house water source or your water company. In case of fire call the fire department.)

Please keep this information and your copy of the lease agreement after you have read them. Do not hesitate to ask questions: We prefer a clear understanding at the outset than to have a misunderstanding later.

Property Management is our business and we firmly believe that the best way to be successful is to give our owners and their tenants' fair, businesslike and courteous service. If you have suggestions on how we may improve our service, please feel free to tell us.

We wish to remind you that Property Management is just one of the many services we offer. Whether renting or purchasing a home now or in a future location we can offer the best in any type Real Estate service: Buyer Brokerage, Listing homes and land etc. We can also help you to locate a professional Realtor for information at your future destination in another city.

It will be a pleasure to help meet your Real Estate needs.

WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW AND THE ARIZONA RESIDENTIAL LANDLORD TENANT ACT. A free copy can be obtained at www.azsos.gov.

Tenant(s) Initials

