



LANDLORD'S RULES OF OCCUPANCY

Welcome! We hope that you enjoy your new home here at Cedar Villas and that everything within your apartment is in excellent condition. Your New Address is:

Tenant One, Tenant Two & Tenant Three
1520 N. Russell Apt # Apartment #
Missoula, MT 59808

Mailboxes are located in the North-West corner of Cedar Villas. Upon signing the key agreement form, management will provide you with 2 keys. Your key will open box # **Apartment #**. Each key is to be returned upon vacating or a key replacement fee may be charged.

If at any time you need maintenance performed within your apartment, please notify our Cedar Villas maintenance hotline at 721-5188. Once we receive your request we will strive to get the work done within 48 hours. If the maintenance issue is tenant caused you will be charged \$30.00, if a specialized technician is needed you will be billed for their time and service call.

Our normal business hours are: **Tuesday thru Friday: 9am-5pm.**

Landlord: (406) 721-5188

(Leases, complaints, receipts, complaints and other business related issues.)

Maintenance Hotline: (406) 721-5188, After Hours Emergency Contact: (406) 721-5188

If any maintenance issues arise please leave a message with the office answering service, send an email, or request a maintenance appointment at www.cedarvillas.net, Emergencies are defined as anything that may cause harm to life or property.

Examples of EMERGENCY problems include:

- Heating Problems (No heat or extreme heat)
- Plumbing Problems (broken pipes and / or flooding)
- Fire (always call 911 before you call us)

Non-emergency will have to wait until the next working day:

- Burned out outside light bulbs
- Problems with washers, dryers, dishwashers, etc.
- Office paperwork (receipts, leases, etc.)

If you are locked out of your apartment, you may call us at any time and we will let you in. Currently the fee for lockouts is \$35 during normal business hours (M-F 9am-5pm) and \$55 for after hours. If you are locked out call the office number at 721-5188.

Useful Phone Numbers

Cedar Villas	721-5188	
NorthWestern Energy	1-888-467-2669	
Blackfoot Communication	541-5000	Phone.
Bresnan Communication	1-877-BRESNAN	Phone, Internet, Cable.
*Dish Network	1-800-823-4929	Satellite.
Direct TV	1-888-777-2454	Satellite.
*Digital Bridge	542-5643	Internet.

* Check with the manager for promotional deals!!

Important Information Regarding Cedar Villas' Policies

1. **Patios and Decks.** Both are common areas that must be kept clean and free of all objects except approved patio furniture. (No folding chairs, old dining tables, old dining tables, storage items, couches, etc.) Potted plants are allowed if maintained and kept neat and tidy. Both gas and charcoal bar-b-que's are allowed on ground level, but due to suit from charcoal, charcoal bar-b-que's are not allowed on upper level. Cigarette butts must be disposed of properly. Do not leave trash outside your door for any length of time – it must be kept inside until you have time to take it to the dumpster. Toys must be brought in at night. Nothing is allowed to hang from the building or awnings.

2. **Telephone Service.** All new telephone lines must go through Blackfoot Communications or Bresnan Communications. Telephone numbers that you may have had through other companies can sometimes be transferred from your old home to your new home here at Cedar Villas. Blackfoot Communications as well as Bresnan both offer a Basic Service Line, Number Portability, Extended Area Calling, DSL Service, and many other features.

3. **Satellite Service.** Satellite service is acceptable in Cedar Villas if your satellite can be mounted on a free standing stand on your porch or deck. It must be mounted on a movable stand or clamped to the railing of your porch as well is also must be out of the way from other tenants, sidewalks, etc. **Absolutely no holes can be drilled to get the coax cable into your apartment.** It is also required that you contact the manager if you are interested in satellite service. If a satellite is installed incorrectly without the manager's consent it could result in immediate eviction. Please contact the manager to direct you to an apartment that already has an approved satellite installed. *PLEASE CHECK WITH THE MANAGER FOR SPECIAL PROMOTIONAL DETAILS!*



For Best Performance use:
CASCADE ACTION PACKS & JET DRY for the DISHWASHER
HIGH EFFICIENCY *LIQUID* SOAP for the WASHER



AUTHORIZATION FOR AUTOMATIC PAYMENT/TRANSFER

I authorize Cedar Villas, LLP and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 3 days before my account is charged. I can have the amount of an erroneous charge immediately credited to my account up to 15 days following the issuance of my statement or 60 days after posting, whichever occurs first.

Tenant Name: **Tenant One, Tenant Two, Tenant Three**

Signature: _____ **Date:** _____

Rental Address: 1520 N. Russell Apartment # **Apartment #**

\$ _____

(Rent amount to be deducted. * This amount will be deducted on the 5th of each month and the transaction will show on your account on the 6th of the month)

Name of Financial Institution: _____

Address of Financial Institution: _____

Checking acct # _____ **or Savings acct #** _____

Financial institution Routing Number: _____

(between these symbols |: |:| on the bottom left of your check)

PLEASE INCLUDE A VOIDED CHECK OR DEPOSIT SLIP



PET AGREEMENT

Landlord: Cedar Villas, LLP

Tenants: **Tenant One, Tenant Two, Tenant Three**

Apartment #: **Apartment #** located at 1520 N. Russell, Missoula, MT 59808

Cedar Villas, LLP hereby grants permission to the above tenants residing at the above premises to keep the below named pet(s) subject to the following:

1. This permission extends only to the specifically described pet(s). Replacement pets are not permitted.
2. NO other pet(s) shall be allowed to be maintained on the premises unless written permission is received from Cedar Villas, LLP and an additional consent form executed.
3. Tenants are responsible for any and all damages caused by the pet and agree to reimburse landlord for all such damage.
4. Tenants agree that the manager has the right to request that a pet be removed permanently from the premises if such pet causes unusual noise and disturbances or damage to the premises or personal property belonging to the premises. Refusal to comply shall constitute a termination of the lease and immediate eviction.
5. Tenant(s) may be responsible for a \$25 fine if they are failing to clean up after their pets.
6. An additional security deposit of \$200.00 will be required for pet(s) described below.
7. Pet Rent: A monthly pet rent will be charged in the amount of \$20.00 per month per pet.
8. No additional or different pets of any kind are authorized under this agreement, even temporarily. No pet sitting is allowed.

PET DESCRIPTION:

Type	Name	Size	Coloration	Age
				___ YR ___ MO
				___ YR ___ MO
				___ YR ___ MO

CARE OF THE PET:

- a) Tenant agrees that the pet named and described will be kept inside their unit at all times, except when on a leash not to exceed 4 feet, and accompanied by and/or under the control of the tenant.
- b) At no time will the pet be left unattended when out of the tenant’s unit. Dogs and cats are required to be “house broken.” Cats must be litter box trained and dogs must be a minimum of one (1) year of age.
- c) No pets may be kept, bred or maintained for any commercial purposes.
- d) Tenant agrees not to leave their pets unattended for any unreasonable length of time.
- e) Tenant shall take adequate precautions to eliminate PET ODORS within the unit or about the premises.

REQUIREMENTS / INSPECTIONS:

- a) Pet owners must immediately pick up any pet feces. This applies to common areas as well as in all areas of the building in which the premises are situated. Pet owners shall plastic bag dog feces and “Kitty Litter” and dispose in trash receptacle.
- b) Owners must keep dogs away from bushes, trees & shrubs as urine can quickly kill the plant.

- c) Tenant having the pet agrees not to breach any type of health or safety codes or any local, state or federal laws or regulation by having the pet and agrees to keep the pet current with all vaccinations and provide proof of documentation to the manager.
- d) Management may require more frequent housekeeping inspections for tenant with pets.

PET DAMAGES:

Management shall not be liable for any damages to person or property caused by the pet and tenants hereby agrees to hold Cedar Villas, LLP and its management harmless from such liability. Tenants owning pets shall be liable for the entire amount of all damages caused by their pet including but not limited to all cleaning, defleaing and deodorizing. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other tenants, staff or visitors of the premises caused by their pet.

SPECIALLY – TRAINED ANIMALS

Specially – Trained animals to assist the handicapped person are allowed as per State and Federal Ordinance.

RELEASE

The tenant understands when signing this document that the manager may be delayed in assisting a tenant in an emergency situation if the tenant’s pet prohibits entry to the apartment or otherwise indicated aggressive or protective behavior, appropriate emergency persons would be called to resolve the situation at the tenants expense.

I ACCEPT FINANCIAL RESPONSIBILITY FOR THE ENTIRE AMOUNT OF ANY DAMAGES OR INJURY TO PERSONS OR PROPERTY WHICH MAY OCCUR BECAUSE OF MY PET. I WILL COMPLY WITH THE LEASE AND PET AGREEMENT TERMS AND UNDERSTAND THAT VIOLATION OF ANY OF THESE RULES MAY BE GROUNDS FOR REMOVAL OF MY PET AND/OR TERMINATION OF MY TENANCY.



Chris M. Thomas
Property Manager
Cedar Villas, LLP

Tenant One

Tenant Two

Tenant Three


PET AGREEMENT

Tenant Name: **Tenant One, Tenant Two, Tenant Three**

Rental Address: 1520 N. Russell Apartment # **Apartment #**

As of **June 1, 2011** the above listed tenants have been given the following keys.

- **2 APARTMENT KEYS** – Each key MUST be returned upon vacating the apartment. If either key is missing upon move-out we acknowledge that we will be charged \$25.00.
- **2 MAILBOX KEYS** - Each key MUST be returned upon vacating the apartment. If either key is missing upon move-out we acknowledge that we will be charged \$25.00.



Chris M. Thomas
Property Manager
Cedar Villas, LLP

Tenant One

Tenant Two

Tenant Three



LANDLORD/TENANT CONDITION OF PREMISES
MCA 70-24-206

LANDLORD: Cedar Villas, LLP – P.O. Box 18205, Missoula, Montana, 59808; 406-721-5188.

TENANTS: **Tenant One, Tenant Two, Tenant Three**

PREMISES LOCATED AT: Unit #: **Apartment #**, 1520 North Russell, Missoula, Montana 59802

This “Condition of Premises” report is a requirement under the state of Montana Landlord / Tenants Laws and is used to record the condition of the property at the time of initial occupancy and serves as the basis for the return of the tenant’s security deposit. Tenant agrees that the property is being delivered in a clean, sanitary, and good operating condition, with no spots, stains, marks, or damages, unless otherwise noted herein. **Tenant has 10 days from the date you are first assessed rent to fill out this form, sign, date, and return it to us.** Failure to return this form within the 10 day period deems the tenant has found the unit to be in perfect condition with the exception of those items already listed below, if any and Cedar Villas, LLP will use all documentation on file to serve as the basis for the return of the tenant’s security deposit. Perfect means there are no signs of any wear and tear and is “like new, never been used” condition.

If repairs are needed can we issue a passkey to the maintenance person? YES NO

TENANT DATE TENANT DATE

TENANT DATE TENANT DATE

HOME PHONE NUMBER WORK PHONE NUMBER

CEDAR VILLAS, LLP

RATING KEY;
G = GOOD F = FAIR P = POOR

CEDAR VILLAS MOVE-IN INSPECTION SHEET

Tenant Name: **Tenant One, Tenant Two, Tenant Three**

Rental Address: 1520 N. Russell Apartment # **Apartment #** as of move-in date of **June 1, 2011**

Area / Item	Rating	Notes	Area / Item	Rating	Notes
Exterior			Hallway		
Exterior Storage Walls	G F P		Walls (paint or holes)	G F P	
Exterior Storage Ceiling	G F P		Ceilings / Cobwebs	G F P	
Exterior Storage Door	G F P		Floors / Carpet	G F P	
Front Entry Way Door	G F P		Edges / Baseboard	G F P	
Entry Way			Smoke Detector	G F P	
Floor	G F P		Light Fixtures / Bulbs	G F P	
Closet Door	G F P		Light Switches / Outlets	G F P	
Closet Walls	G F P		Utility Room		
Light Switches	G F P		Door	G F P	
Kitchen			Washer Hook-up	G F P	
Walls (paint or holes)	G F P		Dryer Hook-up	G F P	
Ceilings / Cobwebs	G F P		Stacked Washer / Dryer	G F P	
Light Fixtures / Bulbs	G F P		Walls (paint or holes)	G F P	
Light Switches / Outlets	G F P		Ceilings / Cobwebs	G F P	
Floor	G F P		Floors / Carpet	G F P	
Edges / Baseboard	G F P		Light Fixtures / Bulbs	G F P	
Baseboard Heaters	G F P		Light Switches / Outlets	G F P	
Sink & Faucet	G F P		Shelves / Cupboards	G F P	
Garbage Disposal	G F P		Main Bathroom		
Dishwasher	G F P		Walls (paint or holes)	G F P	
Range / Oven - interior	G F P		Ceilings / Moisture	G F P	
Exhaust Fan / Bulb	G F P		Door	G F P	
Refrigerator - Inside & Out	G F P		Floors / Carpet	G F P	
Cupboards - Inside Drawers	G F P		Edges / Baseboard	G F P	
Countertops	G F P		Baseboard Heaters / Vent	G F P	
Other	G F P		Light Fixtures / Bulbs	G F P	
Living Room			Light Switches / Outlets	G F P	
Walls (paint or holes)	G F P		Exhaust Fan / Bulb	G F P	
Ceilings / Cobwebs	G F P		Mirror / Medicine Cabinet	G F P	
Window / Screens	G F P		Cupboards - Inside Drawers	G F P	
Edges / Baseboard	G F P		Sink & Faucet	G F P	
Baseboard Heaters	G F P		Screens in Faucet	G F P	
Curtains / Drapes / Blinds	G F P		Bathtub / Shower Walls	G F P	
Light Fixtures / Bulbs	G F P		Tub Faucet & Caulking	G F P	
Light Switches / Outlets	G F P		Shower Doors or Rod	G F P	
Floor & Carpet	G F P		Towel Bars	G F P	
Other	G F P		Toilet - Inside & Outside	G F P	
			Other	G F P	

Area / Item	Rating	Notes	Area / Item	Rating	Notes
Small Bedroom			Master Bedroom		
Walls (paint or holes)	G F P		Walls (paint or holes)	G F P	
Ceilings / Cobwebs	G F P		Ceilings / Cobwebs	G F P	
Door	G F P		Door	G F P	
Window / Screens	G F P		Window / Screens	G F P	
Curtains / Drapes / Blinds	G F P		Curtains / Drapes / Blinds	G F P	
Light Fixtures / Bulbs	G F P		Light Fixtures / Bulbs	G F P	
Light Switches / Outlets	G F P		Light Switches / Outlets	G F P	
Floors / Carpet	G F P		Floors / Carpet	G F P	
Edges / Baseboard	G F P		Edges / Baseboard	G F P	
Baseboard Heaters	G F P		Baseboard Heaters	G F P	
Closets / Closet Door	G F P		Closets / Closet Door	G F P	
Closet Walls	G F P		Closet Walls	G F P	
Closet Ceiling	G F P		Closet Ceiling	G F P	
Smoke Detector	G F P		Smoke Detector	G F P	
			Master Bathroom		
			Walls (paint or holes)	G F P	
			Ceilings / Moisture	G F P	
			Door	G F P	
			Floors / Carpet	G F P	
			Edges / Baseboard	G F P	
			Baseboard Heaters / Vent	G F P	
			Light Fixtures / Bulbs	G F P	
			Light Switches / Outlets	G F P	
			Exhaust Fan / Bulb	G F P	
			Mirror / Medicine Cabinet	G F P	
			Cupboards - Inside Drawers	G F P	
			Sink & Faucet	G F P	
			Screens in Faucet	G F P	
			Bathtub / Shower Walls	G F P	
			Tub Faucet & Caulking	G F P	
			Shower Doors or Rod	G F P	
			Towel Bars	G F P	
			Toilet - Inside & Outside	G F P	
			Other	G F P	

ITEMS THAT YOU WOULD LIKE FIXED:



Recycling Guidelines

Cedar Villas now recycles! Bins have been placed inside the garbage area. Please be sure you follow the guidelines below.

CARDBOARD: corrugated cardboard, egg cartons, milk cartons, brown paper bags, cereal boxes, pizza boxes, etc. ***PLEASE BREAK DOWN THE CARDBOARD SO IT IS AS FLAT AS POSSIBLE.***

PAPER: Separate Newspaper/Magazines from junk mail. Junk mail includes office paper. Phone books can be put in either slot.

PLASTIC CONTAINERS: Please **CRUSH** plastic containers if possible; **#1 PLASTICS, and #2 PLASTICS ONLY; RINSE OUT and Remove Lid.**

PLASTIC BAGS: Plastic grocery bags and plastic bread bags go in the bag on the fence; **NO** dark bags.

ALUMINUM: PLEASE CRUSH ALUMINUM CANS.

TIN: Please RINSE OUT tin cans.

GLASS: Bottles and Jars only. ALL GLASS MUST BE RINSED OUT

The Sunday before the last Monday of the month:

Leave any clean used clothes, ink cartridges, and used cell phones in plastic bags on top of the bins and these items will be donated to local charities and/or recycled.

Please keep in mind that this service is **NOT** free. Cedar Villas pays to have this service available. We hope this will be an easy way to raise awareness and get people to recycle. If your kids are bringing your garbage to the garbage area, please be sure that they understand what goes in what bins.

Thank You,
Cedar Villas Management and I.E. Recycling.