

# Foothills Property Management Company Policy for Rental Lease Agreement

**Foothills Property Management** is located at 105 Crayton St. Anderson SC 29621. We are open Monday through Friday from 9am – 5pm our phone number is (864)760-0661, fax: (864)760-1661. You can visit our webpage at [www.foothillspm.com](http://www.foothillspm.com) or email us at [foothillspm@gmail.com](mailto:foothillspm@gmail.com)

**RENT** is due the 1<sup>st</sup>-5<sup>th</sup> of every month. There will be a late fee of 10% on any balanced owed on the 6<sup>th</sup>. After the 10<sup>th</sup> of the month, there will be an additional \$10.00 late fee. Please be aware this is your notice, we will NOT send any other notification.

**PAYMENTS** all checks should be made out to Foothills Property Management. We prefer tenants not to make payments in cash. We will not be able to make change so please bring exact amount. Payments can be mailed to Foothills Property Management 105 Crayton St. Anderson SC, 29621 or made online at our website [www.foothillspm.com](http://www.foothillspm.com) through PayPal. Foothills Property Management accepts Visa, MasterCard and American Express through PayPal. A processing fee of 3.5% is charged for all amounts using PayPal.

**RETURNED CHECKS:** A \$25.00 Charge will be added to any checks returned for non-sufficient funds and must be paid along with returned check amount IN CASH OR MONEY ORDER within 24 Hours of Notice to tenant to avoid eviction proceedings.

**REPAIRS** if there are any issues please contact our office immediately, during normal business hours Monday through Friday from 9am to 5pm or you can fill out a repair request form on our website under tenant services. Notifications will be sent to our repair personnel and owners as soon as possible. Problems can be remedied quickly if our rental office is made aware of them. The company recommends that all tenants inspect all smoke and carbon monoxide detectors to make sure that they are in working order prior to taking possession of any property, and every six months thereafter.

**RECEIPT** You will be provided with a written receipt for all payments made at Foothills Property Management's office. We will mail a receipt **only** if you enclose a self addressed stamped envelope.

**TERMS OF LEASE AGREEMENT** each party should carefully review the terms of any lease agreement to verify that it accurately sets forth their agreement; if it does not, DO NOT SIGN! By signing, Lessor and Lessee acknowledge that they have each reviewed the terms of the agreement and that it represents fully their agreement and all representations made.

**KEY POLICY:** All rents and security deposits must be paid and utilities changed into tenant's name **before** tenant will receive keys to the unit. Proof from all utility companies is required. For whatever reason utilities are NOT transferred or if utilities are reverted back to FPM, tenant will be responsible for all utility fee's incurred as of possession date (date tenant receives keys).

**We are NOT a locksmith.** If for whatever reason you are locked out of your home, do NOT call us to bring a key to you, or have someone come by to pick one up; call a locksmith to let you in.

**TENANT RESPONSIBILITIES** it is the tenant's responsibility to arrange for all utility services including but not limited to; gas, electric, cable, telephone, water, sewer and garbage collection.

**EVICCTIONS** there will be a \$75.00 fee, if an eviction is filed.

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Initial

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Date

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Initial

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Date