Policies

**The following policies are to be observed at all times by all individuals residing or visiting a property managed by Stephenson Properties.**

1. **Smoking: ALL** properties are **SMOKE FREE**. Evidence of smoking inside the premises will result in a penalty of no less than 50% of your monthly rent.
2. **Pets:** Pets are allowed on a case by case base and are up to the homeowner. If pets are allowed, the appropriate deposits and fees must be paid. If there is evidence of an unauthorized pet on the premises you will owe **ALL** appropriate deposits and fees **PLUS** a pet rent of $25 for the duration of your lease.
3. **Landscaping:** **NO PARKING ON THE GRASS**. You are responsible for maintaining the entire yard including front yard, back yard, and side yards at the Residence in good condition, including watering at regular intervals, pruning and trimming the bushes and plants, and removing weeds, and replacing pine straw when needed. If the propertyleased is covered by an HOA, you are required to observe ALL of the HOA’s rules and regulation. Annual fees are covered by the owner. Violation fees are covered by you, the tenant.
4. **Large Personal Items:** Boats, campers, trampolines, pools and spas, and large grills, ect. Some of these items can potentially cause damage to yard/grass or house. Others can create a risk for injury. For these reasons you must have permission from the home owner to have them on the property. Waiver of liability signed and renters insurance may also be needed if approved.
5. **Weather:** As the current residence of the home it is your responsibility to make the necessary adjustment due to extreme weather. For example; should there be a freeze warning in the winter months, it is up to you to turn a faucet to a steady drip to keep the pipes from freezing. Please pay close attention to extreme weather warnings and take the proper precautions.
6. **Fixtures**: Items that do not in any way affect the overall integrity or livability of the premises, such as, Hardware, Thermostat, Appliance adapters, Drain stoppers, Light fixtures, or Window dressings, are not the responsibility of the homeowner or the management company. If you choose to install newer/older/ personal versions of “fixtures”, please make sure the originals are properly stored and returned before you move out.
7. **Air Filters and Smoke Detector batteries** are you responsibility to change as needed. We will schedule quarterly or semiannual walkthroughs to check on this.
8. **Rent:** All rent monies are due on the 1st of the month unless otherwise stated in your lease. Rent is considered late on the 6th. After the 5th of the month, you agree to pay the appropriate late fees. The total balance owed is due at the time of payment. **Repeat offenders:** if you are late 3 times in a six month period**,** on the 3rd occurrence you will be given a 30 day notice to pay in full, ALL rent and late fees owed, or your lease will be terminated and the eviction processed started.
9. **Showings:** We reserve the right to show the premises to perspective tenants 30 days prior to the end of your lease. Your cooperation is greatly appreciated. We know that moving is a stressful time and will do our best to work within the time parameters that best suit your schedule.
10. **Early/Extended Termination:** If you intend to break your lease early, we must receive a written notice no less than 30 days before you intend to vacate. No notice will result in a 30% early termination fee and you will still be responsible for all items in your lease, including clean up. **TO INCLUDE PAYING PRORATED RENT UNTIL A NEW SPG APPROVED TENANT HAS MOVED IN.** If you need to extend your stay beyond the terms of your agreement we must receive a written notice no less than 30 days before the end of your lease with the exact date you intend to vacate. If we do not receive notice this is considered a HOLDOVER and will coast $100 per day.
11. **Maintenance Request:** If a professional is called out for a maintenance issue of any kind and the problem is deemed to have been caused by negligence of the tenant or their guest, or there is no problem, or there is a problem that needs to be addressed before further damaged is caused and it is not reported in a timely manner, you the tenant will be responsible for the bill.

**Toilets:** We will do our best to maintain the integrity of the property by finding solutions to maintenance concerns as quickly as possible. However, when it comes to a clogged toilet, unless there is evidence of a plumbing problem that goes beyond a good plunging, it is up to you to resolve the issue.

**All maintenance requests must be submitted through the Stephenson Properties Management website.**

[**www.stephensonproperties.managebuilding.com**](http://www.stephensonproperties.managebuilding.com)

**Log into your account and submit your request under the comments Tab.**

 **Please Note the following:**

**Stephenson Property Group is located at 520 Columbia Ave STE 2 in Chapin SC 29036. Our office is open by Appointment Only.**

Receipt of Policies

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received a copy of Stephenson Properties rental Policies. I have read, understand and agree to terms described on pages 1 - 3. I understand that by signing, here, on page 4 that I am responsible for all fees that might be acquired from not observing the policies described or from violating HOA regulations of my residing neighborhood.

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Print Sign Date

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Print Sign Date