



# Stegner Property Management, LLC

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## LEASE AGREEMENT

**THIS IS A LEGALLY BINDING AGREEMENT - READ IT CAREFULLY AND CONSULT AN ATTORNEY IF YOU DO NOT UNDERSTAND THIS DOCUMENT.**

*THIS FORM WAS PREPARED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION*

**AGREEMENT:** This Lease Agreement (Lease) is made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between \_\_\_\_\_ (“Owner” or “Landlord”), by and through **STEGNER PROPERTY MANAGEMENT, LLC**( “Landlord’s Agent”) and \_\_\_\_\_ collectively “Tenant”. For purposes of this Lease Landlord may at all times act through Landlord’s Agent in any action permitted or required to be taken by Landlord. The intended use of the Premises described below is residential occupancy only. **No other adults, other than those listed on this lease agreement, will occupy the Premises without written consent of the Landlord, and no use shall be made of the Premises other than residential. The prohibited uses include but are not limited to any commercial or other business uses, whether for profit or not-for-profit and any use in violation of any code, ordinance, statute or regulation of any government body with jurisdiction over the Premises, including without limitation the county within which the Premises lies, the State of Colorado and the United States of America.**

**As required by context singular shall mean plural and plural shall mean singular and masculine pronouns shall mean masculine or feminine.**

Landlord and Tenant agree as follows.

1. **LEASED PREMISES:**\_\_\_\_\_, \_\_\_\_\_, Colorado (the "Premises").
  2. **LEASE TERM:** Shall be from noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ to noon on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.
- 2.1. Holding Over: Tenant acknowledges that Landlord and/or Landlord’s agent must arrange in advance for the labor and services required in order to prepare the Property for a new occupant, and that if Tenant fails to vacate by noon on the final day of the Term it costs Landlord and/or Agent time and money in rescheduling, delay in preparing the Property for a new occupant and other things that are difficult to precisely put a price on. **Tenant agrees to pay liquidated damages of \$250.00 for the first day or part of a day** that Tenant remains in possession beyond the date and time specified in

Section 2 as the end of the Term. In addition, if Tenant remains in possession past 12:00 p.m. (noon) on the second day after the expiration of the Term the tenancy shall become a tenancy at will with rent due on a per diem basis at a rate of 115% of the per diem rental amount pursuant to the Lease calculated by the formula:  $1.15 \times (\text{Total Lease Amount} / 365)$ . The rent so calculated shall be due without demand as it accrues. All other terms and conditions of this Lease shall remain in force.

**3. RENT, LATE CHARGES AND RELATED SERVICE CHARGES:** The Monthly Rent shall be \$\_\_\_\_\_, for a Total Lease Amount of \$\_\_\_\_\_ which will be due in full, less any amounts actually paid, upon default or breach of this lease by Tenant. The first month's prorated rent, if any, is \$\_\_\_\_\_. Rent shall be paid monthly, in advance, on or before the first day of each month. **Only one rent check per household will be accepted.** RENT PAYMENTS are payable to **STEGNER PROPERTY MANAGEMENT**, in certified funds, a money order or a personal check (no post-dated checks allowed). Rent can be paid free online, if not paying online it may be placed in our rent drop box at our office located at: **1020 Luke St. Suite b, Ft. Collins, CO 80524.** If tenant uses the USPS to mail their payment, tenant takes the full risk of it not being delivered on time. **NO CASH WILL BE ACCEPTED.**

3.1. It is expressly understood and agreed that failure to pay rent due **on or before 5:00 pm on the third calendar day of the month** constitutes a material breach of this Lease entitling Landlord to issue a demand for compliance or possession in accordance with CRS 13-40-101 *et seq* and to charge tenant an administrative fee of \$75.00 for the notice. This fee will be chargeable against Tenant's security deposit if it is not paid when incurred.

3.2. If Landlord must file suit to enforce this Lease Agreement and subject to the duty to mitigate damages, Landlord shall be entitled to **judgment for all rent due through the end of the Lease Term** (daily rent amount X number of days remaining on Lease) in addition to any other damages the Landlord may suffer. Landlord may in its sole discretion accept a tender of rent due made after the third calendar day of the month. If Landlord elects to accept late tender, a **LATE CHARGE equal to 10% of the monthly rent will be due for any rental payment made after 5:00 PM on the THIRD CALENDAR DAY of the month.**

3.3. Acceptance by Landlord of a late or partial rent payment from Tenant shall not be a waiver of Tenant's breach of this Lease or of any of Landlord's remedies under this lease or pursuant to statute, nor shall it be a waiver of applicable late charges in subsequent months.

3.4. If Tenant tenders to Landlord a "No Account", "Insufficient Funds" or "Bad" payment for any reason, a handling charge of **THIRTY-FIVE DOLLARS (\$35.00), as well as accumulated late fees, shall be assessed and shall be paid by Tenant together with the original payment amount due in certified funds.** If not paid when incurred this fee will be chargeable against Tenant's security deposit. All subsequent payments from Tenant may be required to be certified funds at Landlord's discretion. Tenant acknowledges and agrees that all monies received by Landlord will be applied first to non-rent obligations of Tenant, including but not limited to: security deposit, late fees, returned check fees, utilities, or any maintenance charges due by Tenant, with the balance applied to rent, regardless of any notation on the check. Tenant may be charged the late fee specified above if an unpaid rental balance results from this order of application of payments.

4. **UTILITIES:** Tenant agrees to contact the appropriate utility offices prior to occupancy and pay any deposit required to secure utilities for the Premises. An additional admin fee charge of **SEVENTY FIVE DOLLARS (\$75.00)** per utility will be charged to tenant to cover extra costs of handling/transferring any utility service that is not connected by the first day of this lease or if any utility service is disconnected and Landlord is billed for any charges incurred during the period of this Lease Agreement or any period of tenancy at will, tenancy at sufferance or otherwise following the expiration or termination of this Lease Agreement. Except where Section 4a of this Lease Agreement applies, all utility bills during the tenancy shall be sent to and paid by the Tenant. Tenant agrees to pay for all such charges and services promptly as due. The Tenant

is responsible for the following utilities (Check those applicable): Utilities are to remain in service at all times during the term of this lease.

- |                                       |  |    |  |
|---------------------------------------|--|----|--|
| A.                                    | <input checked="" type="checkbox"/> ELECTRICITY      | D. | <input checked="" type="checkbox"/> TRASH PICKUP                   |
| B.                                    | <input checked="" type="checkbox"/> GAS              | E. | <input checked="" type="checkbox"/> PHONE (if desired)             |
| C.                                    | <input checked="" type="checkbox"/> WATER, and SEWER | F. | <input checked="" type="checkbox"/> CABLE TV/INTERNET (if desired) |
| <input type="checkbox"/> Other: _____ |  |    |  |

4.1. If a utility service provider requires that service remain in Landlord's name the following shall apply: Tenant agrees to pay the utility cost to the Landlord within five (5) days of notification of the amount due, and failure to do so constitutes a material breach of this Lease. Landlord may in its sole discretion accept late tender of payment. If late tender is accepted, an administrative fee of three dollars (\$3.00) for each day after the fifth day shall be added to the amount due and shall be payable without demand with the utility payment. **The following utilities are the responsibility of the Tenant, but will be left in the name of the Landlord pursuant to the provider's requirements:**  
\_\_\_\_\_.

5. **SECURITY DEPOSIT:** Tenant is obligated to pay a security deposit of \$\_\_\_\_\_, will secure the performance of Tenant's obligations, including without limitation the obligations to pay rent and to maintain the property. Unless Tenant is otherwise notified by Landlord, the Security Deposit will be held by Stegner Property Management. Tenant will not be paid interest on the deposit, and, as permitted by Colorado Law, any interest earned on the funds shall be the property of Landlord or Landlord's agent from the time the interest, if any, accrues.

5.1. The security deposit is meant to secure Landlord against any damages Landlord may incur in connection with any breach, nonperformance or other action by Tenant in connection with this Lease Agreement or Tenant's occupancy or possession of the premises.

5.2. The parties agree that the Landlord has the right upon conclusion or termination of the Lease Agreement to apply the security deposit to any charge of any kind due from Tenant under the Lease Agreement whether or not the charge is specifically identified as one chargeable against the security deposit or not.

5.3. The things chargeable against the deposit are, by way of example and not limited to, unpaid rent, costs of repair or mediation of tenant damages to the premises, any administrative or other fees in addition to rents due under any provision of this Lease Agreement.

5.4. Tenant agrees to pay the actual costs for professional carpet cleaning and for changing the exterior door locks at the conclusion or termination of this lease by whatever means that conclusion/termination occurs. Both carpet cleaning and lock changes shall be arranged for by the Landlord only, but Tenant shall be responsible for the charges from Landlord's vendors regardless of any carpet cleaning done by or hired by Tenant. These expenses will be charged against the Security Deposit unless otherwise paid by the tenant prior to the time Landlord does the security deposit accounting. Tenant is responsible for notifying Landlord when the premises have been vacated so that Landlord may arrange for these services.

5.5. Tenant further understands and agrees that, in addition to any other requirements, all of the conditions in Sections 5.5.1 to 5.5.9 below must be met in order for Tenant to receive a full refund of the balance of the security deposit remaining after charges for carpet cleaning and lock changes. Items in this section are specific obligations of Tenant. They are not intended by the parties as limitations on the Landlord's rights to withhold security deposit funds for any permissible reason.

5.5.1. That all rents and other charges for the full term of the Lease Agreement have been paid. Tenant has no right to treat the Security Deposit as prepaid rent or as the last month's rent.

5.5.2. The full term of this Lease has expired and the Premises are completely vacated and possession surrendered.

5.5.3. All payments due have been made.

5.5.4. All keys have been delivered to Landlord and all utility bills paid through the end of Lease term.

- 5.5.5. Pet excretions must be removed from the yard, lawn mowed or snow removed from walkways, if applicable
- 5.5.6. All mowing, trimming and weed removal have been taken care of, along with inside and outside areas free of garbage, debris, and animal feces. **If the Premises is equipped with any sprinkler system, Tenants shall not activate or deactivate the system, nor shall Tenants change the scheduled watering times or manually turn the system on or off.**
- 5.5.7. All of the Premises including but not limited to the range, exhaust fan, refrigerator, bathroom fixtures, windows, mirrors, closets, light fixtures, cabinets and cupboards, are clean, cobwebs removed and woodwork wiped. All floors are scrubbed and carpets vacuumed. There are no burns or spots on carpeting, or indentations or scratches in wood or flooring
- 5.5.8. All burned out light bulbs and missing drapery hooks must be replaced.
- 5.5.9. All debris, rubbish and discards are removed from the Premises at the time Tenant surrenders possession to Landlord
- 5.6. It is understood that in the event damages exceed the amount of the Security Deposit, Tenant is liable for such balance and agrees to promptly pay any such amount due upon notification of the amount owed.
- 5.7. The Landlord shall fully account for the security deposit and tender a refund of any amount owed Tenant within 60 days after termination of the Lease or surrender and acceptance of the Premises by Landlord whichever occurs last. Any Security Deposit refund will be by check made payable to all persons last approved in writing by the Landlord for possession of the Premises and mailed to the address designated by Tenant, or, if none is designated to the last known address of any of these persons or to any person who signs this Lease Agreement as a guarantor.
- 6. INCLUSIONS/EXCLUSIONS: Furniture, please check one of the following:** The Premises are
- 6.1. ( NOT furnished), ( partly or fully furnished). If any furniture is included, a furniture list is attached and is incorporated here by reference.
- 6.2. KEYS: At move-in Tenant shall receive keys for the following locks: a.  Front door, b.  Back door, c.  Garage, d.  Mail box, e.  Electric opener, f.  Other keys \_\_\_\_\_. Tenant shall not change or install additional locks without consent of Landlord. If tenant changes locks or installs additional locks, Landlord may hire a locksmith in order to gain entry and may return all entrances and locks the condition they were in at the time Tenant took possession of the property. All services and work in connection shall be payable by Tenant without demand when incurred by Landlord.
- 6.3. **A lockout fee of \$75.00** will be due and payable to Landlord at time of service for responding to lockout calls if Tenant requests Landlord or Landlord's agent to respond to the premises. The parties agree that the charge becomes due as soon as Landlord or Landlord's agent dispatches someone to respond regardless of if the request is then canceled by Tenant prior to Landlord or Agent actually arriving to unlock the door. The fee is due without demand when incurred. Tenant understands that if Landlord is not available, Tenants must contact a locksmith at Tenant's risk and expense.
- 6.4. If mailbox key is not included at move in, it is tenant's responsibility and expense to take a copy of the lease to the post office to get keys and location of box and the postal service will change the locks.
- 6.5. The following appliances are included in the Lease: :a.  Range; b.  Refrigerator (1 or 2); c.  Dishwasher; d.  Washing Machine; e.  Dryer, f.  Other \_\_\_\_\_. Tenant shall not damage, abuse, misuse or dispose of such appliances and they will be returned to Landlord in the same condition as received, normal wear and tear excepted.
- 7. CONDITION OF PREMISES:** Tenants agree and represent that Tenants have had an opportunity to inspect the Premises and agree that the Premises is in good order and repair, and in a safe, clean and habitable condition at the time Tenants took possession. Tenant acknowledges receipt of the check-in sheet on which Tenant is responsible for listing all existing damages and defects, and returning to Landlord within five (5) days of the date of taking possession. It is Tenant's responsibility to confirm Landlord has

received check in sheet and to make a copy of the completed check in sheet for themselves prior to delivery to Landlord. Tenant accepts the premises in its present condition after listing any existing damages and defects and agrees to bring any concerns to Landlords attention right away by a phone call or email, even if it has been listed on the check in sheet. If Tenant fails to turn in check-in sheet within the (5) days of the date of taking possession, then Tenant represents that the premises is in good order, clean and free from defect or damage at the time Tenant took possession. Tenant agrees to leave the Premises in as good a condition as when Tenant took possession, ordinary wear accepted. Tenant shall use a minimum of small nails to hang pictures and personal effects and accepts responsibility for all damage caused. **Tenant shall not attempt to fill any nail holes.**

7.1. **Tenant shall make no alterations, installations or redecoration (including painting) of any kind to the Premises without Landlord's prior written consent. Tenant shall not install or caused to have installed any sort of television receiver or other receiver, dish or antennae of any kind on the Premises without prior written consent from Landlord.**

7.2. **Tenant accepts full responsibility for thorough and proper yard maintenance all around the property (which includes but is not limited to sufficient watering, weekly mowing and trimming, minor pruning, fall leaf clean up and appropriate weed control). If the Premises is equipped with any sprinkler system, Tenants shall not activate or deactivate the system, nor shall Tenants change the scheduled watering times or manually turn the system off without written permission.** Tenants are required to report any problems they notice with the sprinkler system in a timely manner. Tenant understands that at all times; Tenant is responsible for keeping all outside areas free of garbage, debris, animal feces, and/or any other unsightly items. Walkways are to be kept free of obstruction, ice and snow at all times. If, in the Landlord's judgment, any maintenance is below a minimum standard, Landlord may hire the work done and bill Tenant for the cost of service plus a \$75.00 administrative fee

**8. INSURANCE/LIABILITY:** Tenant agrees to hold Landlord and Landlord's Agent harmless from any loss, damage or liability or claims thereof arising out of the use of the Premises to Tenant's person, Tenant's guests, callers, invitees or agents as well as Tenant's personal property, due to fire, theft, pests, water damage, wind and/or other casualty caused by the condition of the Premises, or other Tenants or occupants of the building in which the Premises are located, acts of God, natural disaster or any other condition or circumstance. **Tenant is required to carry renters insurance naming Stegner Property Management, LLC as an additional insured, Tenant must provide proof of coverage prior to Landlord delivering keys to the Premises (see attached addendum to this lease).** Additionally, at any time during the tenancy, Tenant must produce proof of insurance at Landlord's request. Failure to provide proof of insurance within five (5) days of Landlord's request shall constitute a violation of Tenant's covenant to maintain insurance and a material breach of the lease.

**9. OCCUPANCY, UNAUTHORIZED OCCUPANCY, ROOMMATE CHANGES:**

9.1. Occupancy, assignment and subletting: Occupancy of the Premises shall be by the Tenant only. The Tenant shall NOT assign this Lease or sublet the Premises in whole or part except with Landlord's written consent as follows: upon the execution by Tenant and Landlord, of an "agreement to re-rent" Landlord will attempt to locate a suitable replacement for current Tenant. Tenant agrees that all costs incurred (which may include but is not limited to: rent, utilities, advertising) plus THREE HUNDRED AND FIFTY DOLLARS (\$350.00) re-lease and paper transfer fee, shall be borne by Tenant. If, Tenant vacates the Premises, all obligations of this Lease shall remain in force until a new Lease with a suitable replacement Tenant has been negotiated and approved OR until the end of the Lease Term, whichever occurs first. Stegner Property Management is hereby authorized to commence re-leasing efforts, with or without an executed "agreement to re-rent" if such efforts are deemed necessary by Landlord in order to mitigate damages.

9.2. Unauthorized occupants: No guest or invitee of Tenant shall stay at the Property for more than seven (7) calendar days in any calendar month without written approval of Landlord. If any individual not listed on this Lease as an occupant or Tenant stays at the Property for more than the specified period that individual is an unauthorized occupant. Tenant agrees to pay all attorney's fees and court costs in

connection with eviction of unauthorized occupants if that action becomes necessary to remove any unauthorized occupant(s).

9.3. Roommate Changes: Tenant agrees that Landlord approval is necessary PRIOR TO any roommate change and that execution of the Addendum to Add Replacement Tenant or the Addendum to Add Roommate as appropriate. Tenant agrees to pay a ONE HUNDRED FIFTY DOLLAR (\$150.00) roommate change fee. Tenant is solely responsible for finding a replacement roommate. The Vacating Tenant must find a substitute Tenant acceptable to all roommates and the Landlord, and must obtain such approval in writing. Prorated refunds of security deposits and last month's rent shall be settled among the Tenants

10. **Pets:** Tenant covenants that NO pets will be kept inside Premises or on Premises by Tenant, or their guests, without the prior execution of a Pet Agreement and payment of a Pet Deposit. **In the event an unauthorized pet (whether "just visiting" or otherwise) is discovered at the Premises Tenant will be charged three hundred dollars (\$300.00) lease violation fee, upon first occurrence. Tenant will have three days to cure the violation or be subject to eviction.** "Occurrence" is defined as each time Landlord observes an unauthorized pet on the premises except that multiple observations on the same calendar day shall constitute a single occurrence. A pet violation is a material breach of this Lease.

**A PET AGREEMENT HAS BEEN  HAS NOT BEEN  EXECUTED**

11. **Right of entry:** In the event of an emergency or other situation requiring hasty response to secure or protect the property from damage or to mitigate damage already sustained Landlord and those authorized by Landlord may enter without notice at any time such situation or circumstance should arise. Landlord will notify Tenant within 24 hours or as soon thereafter as practical under the circumstances that entry was made, by whom and the reason or circumstance necessitating entry and the action taken. In all other circumstances the Landlord has the right to enter upon the leased Premises for any reasonable purpose upon twenty four (24) hours' notice which may be given in any form reasonably calculated to communicate it to Tenant. As used here "reasonable purpose" shall include but not be limited to entry to inspect for damage or to perform any repairs or improvements or to show the property to potential renters, investors or buyers. Such repairs or improvements may be carried out at any reasonable time without an appointment after Tenant is notified of the need for such work. And, a request by Tenant for any maintenance, repair or other service that requires entry shall relieve Landlord of the notice requirement with respect to entry by Landlord or those authorized or contracted by Landlord for purposes of addressing the Tenant's request. Notice may be given by phone, by leaving a message on an answering machine, by delivery of written note, email or any other means reasonably believed to put Tenant on notice that entry will be made at the specified time. Landlord may impose an administrative fee of \$75.00 if unable to enter Premises due to an unsecured pet. If the pet is an unauthorized pet, this fee is in addition to the \$300.00 unauthorized pet charge. Leasing Agent: Tenant understands that Landlord usually will commence showing the Premises to prospective tenants 120 days before the expiration of the term, but may show the Premises to prospective tenants, purchasers or lenders at any time. Landlord has the right to place a sign or signs and/or a lock box on the Premises at any time. Landlord may record the condition of the Premises in any form and with any data storage and retrieval device specifically including but in no way limited to photographs and video recordings or any other type of imaging, and all such recordings may be shared with the Owner of the property and may be used in any mediation or legal proceeding. Such recordings may include images of Tenants, guests or invitees that are incidental to the recording of the condition of the premises, and Tenant agrees that no cause of action of any kind shall be based on Landlord's use of such incidental images of any Tenant, guest or invitee.

12. **No Smoking.** No smoking of any kind or of any substance is permitted inside the Premises or garage or anywhere outside where it could be or is a bother to your neighbors. If any kind of smoke odor is present Tenant is responsible for the cost of professional abatement, including but not limited to painting any walls, cleaning floors, ceiling, windows and special cleaning (or if necessary for abatement, replacement) of carpeting and window coverings

13. **Abandonment of personal property:** Any personal property left on the Premises after Tenant vacates said Premises shall be deemed abandoned. In the event of any default under this Lease, or if Tenant's personal property remains on the Premises after termination or expiration of this Lease, Landlord has the

right to enter the Premises, remove all personal property at Tenant's expense and dispose of the personal property in any manner Landlord chooses, including but not limited to disposal as rubbish, sale, or donation to any charitable organization. Tenant agrees that such, destruction, or disposition of any such personal property shall not be deemed a conversion of the property by Landlord or Landlord's agent. If personal property is sold, any monies received shall apply to storage and sales fees if any and then the rent and damages or any other costs, which may be due Landlord with the remainder retained by the Agent for its time and effort

**14. Motor vehicles:** Tenant agrees that only one vehicle per licensed driver may be kept at the Premises. Tenant agrees that any abandoned, unlicensed, derelict, inoperable and/or wrongfully parked vehicles parked on the Premises shall not be kept at the property and may be towed off the Premises at the Tenant's expense by or at the direction of Landlord. Landlord may levy a \$75.00 administrative fee per occurrence for unauthorized or abandoned vehicles requiring Landlord to give notice or arrange removal. Tenant further agrees not to store and/or park any, camper, boat, trailer or other similar recreational item, or commercial or public vehicles on the Premises without the written consent of Landlord in advance

**15. Pest control:** Tenant specifically agrees that, except as specified in this subsection, Tenant shall be wholly responsible for all pest control within all structures and improvements on the premises for the duration of Tenant's possession of the premises whether or not the structures are actually occupied by Tenant. In addition, Tenant specifically agrees that any infestation discovered by Landlord or a subsequent tenant within 60 days of termination of this Lease Agreement or surrender of possession and acceptance by Landlord, whichever occurs later, shall be the financial responsibility of Tenant under this Lease Agreement and that all charges for treatment of any such pest problem shall be the responsibility of Tenant under this Lease Agreement

15.1. Landlord shall be responsible for treatment/remediation of any pest infestation that involves pests such as termites, carpenter ants or other pests that if such pests and their activity are not apparent to a reasonable person by reason of concealment within the structure itself; and

15.2. Landlord shall be responsible for reasonable measures to treat/remediate any pest infestation identified to Landlord or Landlord's agent, in writing, by Tenant within the first 60 days after Tenant's right to possession under this Lease Agreement begins

15.3. In the event possession is not delivered by Landlord until a date later than Tenant's right to possession commences under this Lease Agreement, the sixty (60) day period will begin on the date possession is actually delivered by Landlord

**16. OTHER TENANT OBLIGATIONS:** Tenant agrees not to store or hang rugs, towels, wash, or store furniture, equipment, trash, miscellaneous junk or debris or other such items on railings, balconies, terraces, walkways or patios. Any such items deemed improperly stored or hung by the Landlord, or otherwise will be removed at the expense of the Tenant. Outdoor furniture and plants are acceptable. Swimming or other pools, swing sets, trampolines, hot tubs and waterbeds are not allowed on the Premises. Tenant agrees not to place any of these on the Property unless, prior to occupancy, Tenant obtains the written consent of Landlord and provides to Landlord written proof of insurance acceptable to Landlord. Tenant also agrees not to burn candles on the property.

**17. ADMINISTRATIVE FEES FOR VIOLATIONS:** Tenant acknowledges that Landlord or Landlord's agent incurs expense when a tenant must be notified of a lease violation and asked to correct it and that such additional expense may not be readily reduced to a specific dollar amount. The expense is due to the time spent notifying the tenant of the issue and in follow up inspection(s) to determine if the issue has been addressed or not. The parties acknowledge that there are statutory mechanisms for a Landlord to deal with lease violations but that a less formal, less imposing process may often be less confrontational and damaging to the relationship between a tenant and a landlord. Because of these considerations, Landlord or Landlord's agent may in their sole discretion notify Tenant of any lease violation in a manner other than a Demand for Compliance or Possession and charge an administrative fee of \$75.00 for each such notice, unless the particular violation is addressed by a more specific provision in this lease, in which case the more specific lease provision shall apply.

17.1. In the event that Landlord or Landlord's agent notifies Tenant of a lease violation in any manner other than by the statutorily specified Demand for Compliance or Possession and the condition or violation remains uncorrected, Tenant agrees to pay the fee for the informal notice and follow up and in addition to pay the fee for the subsequent Demand for Compliance or Possession

17.2. Use of a notice other than the Demand for Compliance or Possession shall be at the Landlord's discretion and is intended as a way for lease violations to be handled in a manner that might for some tenants be less imposing or intimidating than a formal Demand For Compliance or Possession. Neither Landlord nor Landlord's agent is obligated to pursue any violation or default by Tenant by means of such informal notice, and any violation may be remedied by means of the statutorily required notice(s) without first attempting resolution by less formal means

17.3. Failure of Landlord to collect any fees due from Tenant at the time they are incurred shall not release the Tenant from liability for such fees

**18. If Property Becomes Uninhabitable:** If for any reason the Premises becomes completely uninhabitable Landlord may but shall not be obligated to immediately terminate the Lease thereby releasing Landlord, Landlord's Agent and all Tenants of all obligations and further performance.

**19. Death of Tenant:**

19.1. If any Tenant deceases during the term of this Lease any remaining Tenant(s) shall assume all Tenant obligations under the Lease as if the deceased had not been a party to the Lease. Any amount claimed by the deceased's estate for any contribution to the Security Deposit will be paid to the estate by any Continuing Tenants, and neither Landlord nor Landlord's agent shall have any obligation to the estate for accounting or refund of the Deposit.

19.2. If a Tenant deceases and there are no other Tenants, Landlord shall have the right to immediately terminate the Lease and to retake possession of the Premises. Landlord's expenses for any moving and/or storage costs for the deceased's personal property shall be an obligation of the deceased's estate and shall payable upon notice of the amount due. All rent accrued until the time Landlord has actually regained possession shall also be an obligation of the estate.

**20. Sale of the Premises:** In the event that the Premises is sold, transferred or otherwise conveyed, Landlord will give the Tenant notice of such conveyance and will transfer all of Landlord's rights under this Lease to the new Landlord and/or Agent including prorated rents, last month's rent, (if any) and security deposits as required by law, and upon such transfer Landlord and Landlord's agent shall be released from all further obligation or liability in connection with this Lease Agreement. The new Landlord will receive an accounting of all moneys held or due and it shall be the new Landlord's responsibility to convey such accounting to Tenants. Upon such sale, Tenant agrees to look solely to the successor Landlord for satisfaction of all claims relating to Landlord's obligations hereunder, including for a return of any security deposit. Upon the transfer of title of the Premises to a subsequent owner, and subject to applicable Colorado law, Tenant agrees that Landlord and Landlord's Agent shall be released from any further liability

**21. COVENANT TO ABIDE BY LAWS, RULES AND HOA REGULATIONS:**

21.1. Tenant shall abide by all laws, rules and regulations issued by any governmental body having jurisdiction over the Premises. **While on the premises, Tenant shall not violate any code, ordinance, or statute or regulation promulgated by any government or government agency.**

21.2. **Neither shall Tenant allow others to commit any such violations, nor shall Tenant or cause, allow or maintain any public nuisance on the Premises. Tenant's covenant to abide by all laws specifically includes a covenant to not cultivate or keep cannabis sativa (marijuana) plants which is a violation of Federal Law and which causes an unreasonable risk of damage to the premises.** Tenant specifically covenants not to make or suffer others to make any unlawful, improper, noisy, or otherwise offensive or objectionable use of the Premises, nor to do or permit anything therein or in connection therewith to cause annoyance or discomfort to other tenants or neighbors. Tenant agrees that the Premises, inside and out, shall always be maintained in a neat, clean and orderly fashion and free of damage. Tenant further covenants that the behavior and conduct of Tenant and all persons Tenant invites onto or permits to remain on the premises shall at all times be proper and not objectionable to a reasonable person. This requirement includes but is not limited to abiding by all laws and HOA governing documents as specified above and abiding by the Landlord's own rules as specified in this lease or in any supplemental statements of rules or addendum or addenda to the Lease. The following are by way of example and not limitation of conduct that would violate this covenant:

21.2.1. **Public nuisance violations.** In addition to any fines imposed by any government agency on the property Owner, Landlord or Landlord's Agent, tenant may be assessed a SEVENTY FIVE DOLLAR (\$75.00) administrative fee per occurrence for any police calls to the Premises for noise, unruly behavior criminal activity by Tenants, their guests or invitees or similar occurrences.

Landlord may terminate this Lease Agreement in the event that police are called to the Premises as a result of conduct by Tenant, Tenant's guests or invitees.

21.3. THIS PROPERTY  IS or  IS NOT within an owner's association and subject to covenants, rules and other regulations. The name of the Association is: \_\_\_\_\_

21.3.1. If the property is within an owner's association, it is the Tenant's responsibility to obtain copies of the Covenants, Conditions and Restrictions and other governing documents and to comply with their provisions. Copies may be obtained from the Association or from the clerk and recorder's office of the county in which the Premises is located. A copy may also be obtained from Stegner Property Management for a fee of \$100.00 which covers the cost of time and materials to make copies. The governing documents, including but not necessarily limited to, the Declaration of Covenants, Conditions and Restrictions, the Bylaws, the Rules and Regulations applicable to any condominium or owners' Association in which the Tenant becomes entitled to certain uses and privileges and subject to certain responsibilities as an Associate Member, are each expressly incorporated herein by reference. Tenant agrees that any violation of the governing documents shall be a violation of Tenant's Covenant to Abide by HOA rules and a material breach of this Lease.

21.3.2. Any owners' association fines levied as a result of Tenant's actions shall be Tenant's responsibility.

**22. REPAIRS, REPLACEMENT AND MAINTENANCE:** Landlord shall be responsible for routine maintenance and repairs that result from normal wear and tear. Tenant agrees to give Landlord prompt notice of any maintenance required. Tenant will promptly (within 24 hours of discovery) inform Landlord of any apparent defects or substantial deterioration in the Property including but not limited to: (1) problems with appliances, plumbing, wiring, HVAC, flooring, roofing, foundation, fencing, landscaping, and any other structural, electrical and mechanical systems; and (2) any safety hazards., and Tenant shall immediately notify Landlord of any condition that is or may be a hazard to the premises, specifically including but in no way limited to: any water leak or condition that may reasonably indicate a leak (water spots, unusual dampness in an area or dampness that was not previously present or similar indications of possible plumbing leaks or any other possible accumulation of water or moisture); any sink, faucet or other water delivery device that drips or does not properly shut off; any other condition that indicates a change or possible change to the structure, fixtures or premises; any damage to any part of the premises known to Tenant regardless of the cause. If no notice is given, Tenant may be held responsible for the damage. Without limitation, the **Tenant accepts responsibility for the costs, including labor, of repairs to air conditioning, heating, appliances, minor plumbing repairs, if said repairs are a result of carelessness or negligence on part of the Tenant. Tenant accepts all responsibility for all costs associated with plumbing or sewer backups in all lines within the premises, defined as all lines within the legal boundary of the premises that is not maintained by a government entity. Tenant agrees to at all times maintain the thermostat at a temperature sufficient to prevent freezing of water supply and other plumbing lines, and tenant accepts responsibility for all costs and damage resulting directly or indirectly from frozen pipes.** Tenant further agrees to replace light bulbs as needed, to replace furnace filters not less than every three months, and to replace batteries in all smoke and carbon monoxide detectors all of these at Tenants expense. Tenant is responsible for any glass breakage, no matter how caused. It is Tenant's responsibility to keep foreign objects out of sinks and toilets, (toilet paper only). In the event Tenant shall fail to provide any necessary maintenance in a timely fashion, as the occasion requires, Landlord shall be entitled to take the necessary action and charge Tenant for the cost and expense involved. **Tenant will be billed for the expenses described above, and those charges if not paid will be charged against the Security Deposit.**

22.1. **Tenant agrees to be responsible for initial and regular testing of smoke and carbon monoxide alarms and replacement of batteries as needed and agrees to report malfunctions of said smoke alarm or carbon monoxide detector promptly to Landlord. Tenant is never to remove batteries from smoke or carbon monoxide detectors without replacing them immediately. If tenant removes a carbon monoxide or smoke detectors from any wall or**

**ceiling, this is a lease violation and tenant will be charged a \$75.00 administrative fee per occurrence in addition to being charged the replacement cost of the detector(s).**

22.2. Except for ordinary wear and tear, Tenant shall immediately pay for any damage to the Premises or to the appliances and fixtures therein caused by an act of the Tenant or any member of Tenant's family or a guest. Landlord is not responsible for food loss or related inconvenience in the event of a refrigerator or other appliance malfunction. Except as required by law, Landlord shall not allow a rental payment offset or other compensation for any maintenance or repair problem. It is expressly understood that Tenant has no authority and shall not incur any liability or expense chargeable to Landlord at any time or for any reason.

22.3. If the Premises contain a washer/dryer or any combination of the two, the proper working order of the washer and/or dryer is not warranted by Landlord and is in no way a covenant or condition of the Lease. Landlord has the right to shut off equipment when necessary for repairs and Landlord is not responsible for damages caused by disruption of services, unless willfully caused by Landlord. Any delay in repairs by Landlord shall not release Tenant from any obligation for paying rent when due.

**23. All amounts due from Tenant are payable without demand when incurred:** All rents are due as stated without demand. All other charges under this lease, including any administrative fees or charges for repairs or maintenance required for any reason other than ordinary wear and tear or any other amount owed by Tenant pursuant to this Lease Agreement are due and payable upon notice to Tenant of the charge and without demand. **All payments from Tenant will be applied in the following order regardless of any notation on any payment instrument or any language purported to be an accord:** 1) non-rent obligations of Tenant, including but not limited to: security deposit, late fees, returned check fees, utilities, or any maintenance charges due from Tenant and; 2) rent. Tenant may be charged the late fee specified above if an unpaid rental balance results from this order of application of payments. Failure of Landlord to collect such fees at the time they are incurred shall not release the Tenant from liability for them.

24. **Possession:** If the Landlord is unable to deliver the Premises to Tenant on or before the commencement of the Lease as set forth above, for whatever reason, including a previous Tenant's failure to vacate, Landlord shall not be in default hereunder. In any such event, Tenant agrees to accept possession of the Premises at such time as Landlord tenders the Premises to Tenant with appropriate rent abatement until possession, however, Tenant may terminate Lease, in writing only, if possession is not delivered within ten (10) days of the commencement of the term stated in section 2 of this Lease Agreement. Routine cleaning, painting and/or minor repairs shall not be deemed as a failure of Landlord to deliver Premises. Tenant waives any right to collect damages from Landlord, Landlord's agent as a result of Landlord's failure to deliver possession on the date specified

25. **Tenant Statements and Representations in Rental Application:** All of Tenant's statements in the rental application are material and were relied upon by Landlord/Landlord's Agent in executing this Lease, Landlord and Landlord's Agent further have relied on Tenant's representations, answers and information to be complete and accurate disclosures of the requested information. Any false or incomplete statement or other omission on the rental application shall be cause for Landlord to terminate this lease and regain possession of the premises and to recover all damages including future rents incurred as a result of Tenant's breach.

26. **Co-signer Statements and Representations Relied Upon / Co-signer Liability:** Any representations made by any Co-signer to this Lease have been relied upon by Landlord in evaluating Tenant application for the Property and in entering this Lease with Tenant. If any Cosigner has misstated or misrepresented either their financial situation or any other fact or circumstance such misrepresentation or misstatement shall be grounds for Landlord to, at Landlord's sole option and discretion, either: 1) accelerate all rents due to the end of the Term with such rents due within 10 (ten) days of the date Landlord notifies Tenant of the acceleration, or; 2) Terminate this Lease and, if necessary, evict Tenants. All Co-signers are jointly and severally liable with all Tenants for all charges incurred under this lease, including all costs and attorney's fees incurred in enforcement of the Lease, whether or not suit is filed.

27. **Joint and Several Liability:** All parties, including unrelated roommates, agree that they are jointly and severally liable for all obligations under this Lease, regardless of any disputes that may arise among them.
28. **No Withholding of Rent:** Unless expressly allowed by law, Tenant may not withhold rent or offset against rent for any reason.
29. **Notices from Landlord:** Notice by Landlord to one individual who signs this Lease Agreement as Tenant constitutes notice to all others.
30. **No Commercial Use:** Tenant agrees to not run any business, whether for profit or not for profit, on or from the Premises.
31. **Covenant to abide by laws, ordinances, rules and other restrictions:** Tenant, guests and invitees shall at all times when on the premises abide by all local, county, state or federal ordinances, codes, statutes or regulations and by all governing documents of the HOA, if any and all rules of the Landlord.
32. **Attorney's Fees, Costs and Damages.**
- 32.1. In the event of a lease violation by Tenant that does not require court action but for which Landlord or Landlord's agent nonetheless reasonably incurs attorney's fees, Tenant may be charged these fees in addition to any administrative fee for posting or delivering notices.
- 32.2. In the event of any legal action to which the Landlord or Landlord's agent are not a party but in which Landlord or Landlord's agent is required to participate as a result of Tenant's actions, Tenant shall be liable for any attorney's fees incurred by Landlord or Landlord's agent and for administrative expenses at the rate of \$75.00 per hour for all time spent by Landlord or Landlord's agent to comply with the requirement for participation in the proceedings.
- 32.3. In the event any action is brought by either party to enforce any terms of this Lease Agreement, to resolve any dispute arising in connection with this Lease Agreement or Tenant's possession or occupancy of the premises or to recover possession of the premises, the court shall award the prevailing party its costs and reasonable attorney's fees.
- 32.3.1. In the event Tenant's possession is terminated prior to the expiration of this Lease due to default or violation by Tenant, the Tenant shall remain responsible for the rent and all other sums due until the expiration date of this Lease subject to the duty of Landlord to attempt to re-rent the Premises and mitigate damages.
- 32.3.2. In the event of any default or violation by Tenant which requires Landlord or Landlord's Agent to serve a Demand for Compliance or Possession pursuant to C.R.S. 13-40-101 *et seq*, in addition to other attorney's fees and costs Tenant may be charged the administrative fee of \$75.00 per notice as specified elsewhere in this Lease Agreement. Failure of Landlord to collect such fees at the time they are incurred shall not release the Tenant from liability for such fees.
33. **Remedies Cumulative:** The remedies provided for Landlord / Landlord's Agent in this Lease Agreement shall be cumulative and shall be in addition to and not exclusive of any other remedies available under Colorado law or other provisions of the Lease, Addenda or other documents that are part of the contract.
34. **Severability.** In the event any portion of this Lease shall be found invalid or unenforceable, the remaining provisions shall continue in full force and effect to the extent possible in keeping with the finding of invalidity.
35. **Parties.** The City of Fort Collins city code permits no more than three (3) unrelated adults and not more than two (2) unrelated adults and their children to occupy a single family dwelling. Tenants acknowledge this requirement (if Premises are within the City) and agree to abide by it. It is also understood that it is the Tenants responsibility to keep a copy of the signed Occupancy Limits disclosure Statement form onsite and in the unit at all times. Tenant failure to abide by this ordinance is a breach of the lease and of Tenant's covenant to abide by all laws contained in Section 9 of this Lease.
36. **Binding Nature of Agreement.** The Tenant understands that the execution of this Lease entails an important decision that has legal implications. The Tenant acknowledges that he/she has not received any advice from the Landlord, except that Landlord has advised Tenant to seek her/his own legal advice regarding the execution of this Lease. Tenant has either obtained separate legal advice or voluntarily chosen not to do so.
37. **Waiver.** No assent on the part of Landlord, expressed or implied, to any conduct or action by Tenant that may or does constitute a breach of this Lease Agreement shall be deemed a waiver of any of Landlord's rights to enforce this lease in full or as assent, acceptance or waiver of future similar conduct or action by Tenant.

- 38. **Entire Agreement/Amendment.** This Lease, including any amendments, addenda, co-signer agreements or other documents incorporated by reference contains the entire agreement between the parties. This Lease may be modified only in a writing signed by all parties.
- 39. **Headings.** Captions in this Lease Agreement are inserted for convenience of reference only and not define, describe or limit hereof the scope of the intent of this Lease or any of the terms.
- 40. **Choice of Law, Jurisdiction and Venue.** The parties and guarantors, if any, agree that this Lease, including all addenda, security agreements, co-sigher agreements and all other contract documents is for rental of real property located in Larimer County, Colorado and that it is entered into and to be performed in its entirety in Larimer County, Colorado. The Lease shall be governed exclusively by the laws of the State of Colorado without regard to any conflict of law provision that would apply another jurisdiction's substantive or procedural laws or rules. The parties, and any guarantors agree that the courts in and for Larimer County, Colorado shall be the exclusive venue for and shall have exclusive jurisdiction over any action arising from or related to this Lease Agreement or Tenant's occupancy or possession of the premises. Any legal action concerning this Lease Agreement or arising from or related to this Lease Agreement or Tenant's occupancy or possession of the premises shall be brought and maintained only in Larimer County, Colorado.
- 41. **Counterparts and facsimile.** This Lease and any modifications, addenda, guarantees and the like may be executed in counterparts. Facsimile signatures shall be binding on the signer as if such signature was original.

**ADDITIONAL PROVISIONS; DISCLOSURES: "Rules & Regulations Addendum" & "Required Insurance Addendum" attachment incorporated as part of the Lease Agreement.**

I/WE HAVE READ, UNDERSTAND, AND HAVE BEEN FURNISHED A COPY OF THIS LEASE AND ALL ADDENDA AND ATTACHMENTS. I/WE UNDERSTAND AND AGREE WITH THE PROVISIONS CONTAINED IN THE DOCUMENTS.

**STEGNER PROPERTY MANAGEMENT LLC**  
 AGENT FOR THE LANDLORD:

(TENANT(S))

(DATE)

\_\_\_\_\_

\_\_\_\_\_

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# PET AGREEMENT

Premises: \_\_\_\_\_

This Pet Agreement is made on \_\_\_\_\_, which adds to and amends to the Lease Agreement with an effective lease term start date of \_\_\_\_\_, by and between \_\_\_\_\_ as Tenants, and Landlord, by and through Stegner Property Management, LLC, (Landlord's Agent). Keeping a pet on the Premises is a conditional privilege granted to the tenant in exchange for guaranteeing that the rules in this Pet Agreement are strictly followed. This privilege may be terminated if any of the Pet Agreement rules are violated. Any violation of this Pet Agreement is a breach of the Lease Agreement, and Landlord or Landlord's Agent may demand compliance or possession within three days for the first violation and may terminate the lease upon notice following any subsequent violation.

Tenant agrees to pay an additional **\$300.00** in Security Deposit funds as a condition of keeping a pet on the Premises. This additional sum shall not be in any way separate from other Security Deposit funds and shall be treated in all respects the same as other deposit sums paid, including by not limited to the provisions of Section 5 of the Lease Agreement. If the pet expires or is moved out during the lease term the deposit shall remain in place until the end of the lease term.

**Tenants agree to pay a \$75.00 Pet Inspection/Evaluation Service Fee twice each year for us to inspect the property.**

Tenants shall be permitted to keep a pet \_\_\_\_\_ named \_\_\_\_\_.

Breed \_\_\_\_\_ Color \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

The Pet Agreement Rules are as follows:

- Only a pet described and named in this Pet Agreement shall be permitted on the premises. Any others shall be a violation of the agreement.
- Tenants agree to be fully responsible and liable, and pay for any damages or injury caused directly or indirectly by, or as a result of their pet. By way of example and not limitation, pet damage may be damage to floors, carpeting, walls, windows, screens, moldings, furniture, lawns and landscaping.
- All Pets must be spayed/neutered and over one year of age
- Tenants agree that they will not allow their pet to disturb, annoy or molest neighbors their children or guests in any way, whether the pet is inside the dwelling or outside.
- Tenant will keep full control over the pet at all times, whether inside the dwelling or outside.
- Tenants agree that pet will not be left unattended over any unreasonable periods of time.
- Tenants agree that no pets offspring are allowed on premises.
- Tenants promise not to leave food for the pet outside the dwelling, which can attract other animals and bugs.
- Tenants agree to keep their pet clean at all times, and keep the premises in a clean and sanitary manner, properly disposing of pet droppings as quickly as possible, and further agrees to walk pet AWAY from public places to wit: lawns, landscaped areas, parking lots, sidewalks, play areas and all buildings.

**\*\*DOG BREEDS NOT ALLOWED: Pit Bull, Rotweiler, Doberman Pinscher, Presa Canario, Wolf hybrid, Chow, Staffordshire Terrier.**

Tenant represents and warrants that any pets on this agreement do not have any bite history or history of aggressive behavior.

In the event it shall become necessary to enforce any provision of this Pet Agreement, Tenant agrees to pay reasonable Attorney Fees and all court and other costs incurred by Landlord or Landlord's agent.

The parties have entered into this Agreement on the date stated on page one of the Lease Agreement, and Tenant(s) acknowledge receipt of a copy.

\_\_\_\_\_  
STEGNER PROPERTY MGMT.  
Agent for Landlord

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

## Rules and Regulations ADDENDUM TO LEASE AGREEMENT

1. No animals or pets of any kind shall be kept or harbored in or about the premises, unless included in the lease.
2. No other persons, other than those listed on the rental application will occupy the Premises without written consent of the Landlord.
3. Tenants, their families or guests, shall have regard for the peace and comfort of other nearby residence.
4. Tenants must keep the Premises and yard in a clean and sanitary condition. Yards and driveways may not be used for any purpose that will create an unsightly appearance.
5. No large nails, screws, tacks, ect., shall be used to hang pictures, mirrors, and decorative items on the walls. Use only small nails or picture hooks. No holes are allowed in any ceiling.
6. Toilets, sinks and wash basins are to be used only for the purpose for which they are intended. Sewer lines that become clogged due to Tenant's misuse are the Tenant's responsibility. FOR EXAMPLE DO NOT FLUSH TAMPONS OR PAPER TOWELS OR Q-TIPS.
7. All leaking faucets, toilets and/or other defects in the Premises and appliances not in working order shall be reported promptly to Stegner Property Management.
8. All garbage is to be placed in proper garbage containers. If pets are permitted, then pet droppings shall be promptly removed from the yard or premises and disposed of properly.
9. Keep the thermostat set at least 60 degrees during winter months (including vacation absences) to prevent pipes from freezing. Be sure to disconnect outside hoses during cold weather. Frozen pipes caused by Tenant neglect are the responsibility of the Tenant.
10. Tenant(s) shall not cultivate marijuana on the Premises.
11. The City's fire code does not permit gas grills or open flame devices to be used on patios and decks unless they are located more than 10 feet from the combustible exterior walls of the buildings.
12. H.O.A. rules and regulations must be followed at all times. If you need a copy of these regulations please contact Stegner Property Management.
13. Tenant shall not install or cause to have installed any television, satellite dish or any other type of receiver, dish or antenna without prior written approval of Landlord. Failure to obtain approval will result in a charge to Tenant for the cost to restore the Property to pre-installation condition
14. Tenants shall not at any time or for any reason climb onto the roof or stand, sit, lay or otherwise be on the roof.

Violation of any of the above stated rules is a breach of the Lease.

**STEGNER PROPERTY MANAGEMENT LLC**  
AGENT FOR THE LANDLORD:

(TENANT(S))

(DATE)

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*THIS FORM WAS PREPARED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION*

# REQUIRED INSURANCE ADDENDUM TO LEASE AGREEMENT

This Addendum is a part of the Lease Agreement. For the duration of the Lease Agreement, Tenant is required to maintain and provide the following minimum required insurance coverage:

- \$100,000 Limit of Liability for Lessee's legal liability for damage to the landlord's property for no less than the following causes of loss: fire, smoke, explosion, water damage, backup or overflow of sewer, drain or sump ("Required Insurance").

Tenant is required to furnish Stegner Property Management with evidence of Required Insurance prior to occupancy of leased premises, at the time of each lease renewal or extension, and at any other time during the tenancy upon request (see Lease). If at any time Tenant does not have Required Insurance, Tenant is in breach of the Lease Agreement.

Tenant may obtain Required Insurance from an insurance agent or insurance company of Tenant's choice, but if Tenant does not maintain Required Insurance, the insurance requirement of this Lease Agreement may be satisfied by Stegner Property Management by scheduling the Tenant's unit for coverage under the Landlord's Required Resident Liability insurance policy ("LRRL"). The coverage provided under the LRRL will provide the Required Insurance coverage listed above, and Tenant agrees to pay the cost of the coverage (5, below) when due and without demand as additional rent.

1. LRRL is designed to fulfill the insurance requirement of the Lease Agreement. The property Owner is the Insured under the LRRL. The Tenant is not the insured under the LRRL policy.
2. LRRL coverage is not personal liability insurance or renters insurance. Stegner Property Management makes no representation that LRRL covers the Tenant's additional living expenses or liability arising out of bodily injury or property damage to any third party. If Tenant requires any of these coverages, then Tenant should contact an insurance agent or insurance company of Tenant's choice.
3. Coverage under the LRRL policy may be more expensive than the cost of Required Insurance obtainable by Tenant's elsewhere. At any time, Tenant may contact an agent of their choice for insurance options to satisfy the Required Insurance under this Lease Agreement.
4. Licensed insurance agents may receive a commission on the LRRL policy.
5. The cost to the Tenant for the LRRL coverage is currently \$12.50 per month - nine dollars and fifty cents (\$9.50) per month premium cost plus a monthly Administration Fee of Three Dollars (\$3.00) to be retained by Stegner Property Management for processing and administrative time involved in the billing, collection, payment and other related activities for the coverage.

Scheduling under the LRRL policy is not mandatory and Tenant may purchase Required Insurance from an insurance agent or insurance company of Tenant's choice at any time and coverage under the LRRL policy will be terminated by Stegner Property Management.

**STEGNER PROPERTY MANAGEMENT LLC**  
AGENT FOR THE LANDLORD:

(TENANT(S))

(DATE)

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*THIS FORM WAS PREPARED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION*

# LATE FEE POLICY

All rent is due and payable on the first day of the month in advance. The three day grace period expires at 5:00 PM on the 3<sup>rd</sup> day of the month, regardless of whether the 3<sup>rd</sup> fall on a weekend or holiday.

At 5:00 PM on the 3<sup>rd</sup> your account will be assessed a fee of 10% of your monthly rental rate. Late fees will not be waived for any reason.

Your rent must be received on or before the expiration of the grace period. If rent is not received on or before the expiration of our grace period; at 5:00 PM on the 3<sup>rd</sup> you could receive an eviction notice. There will be a fee for the serving of an eviction in the amount of \$35.00

Rent payments can be made online for free. To set this up you can go to our website [www.stegnerrentals.com](http://www.stegnerrentals.com) and click on "Tenant Services" and then click on "Pay Rent Online".

Rent payments can be sent to:

Stegner Property Management  
1213 Montgomery St.  
Fort Collins, CO 80524

However if you choose to mail your payment through the united states postal service, you take the full risk of it being delivered on time.

There is also a drop box for after hour payments located at our office.

Address: \_\_\_\_\_

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

*THIS FORM WAS PREPARED BY MICHAEL T. KRUEGER, ATTORNEY FOR STEGNER PROPERTY MANAGEMENT. IT HAS NOT BEEN APPROVED BY THE COLORADO REAL ESTATE COMMISSION*