

LEASE ADDENDUM

DATE

Dear _____:

We’re looking forward to having you help us at the APARTMENT NAME in exchange for a \$___ discount on your \$___ rent amount each month. This will be a trial run to see how it works out for both of us. At the end of 90 days, we’ll schedule a meeting to review and see how it went. If things are favorable, we will extend the arrangement for another 6 months.

To be supervised by: OWNER’S NAME

JOB SUMMARY

- To help create and maintain a clean and healthy atmosphere
- To help make tenants and guest feel safe, comfortable and at home
- To have an onsite point person for issues as they may arise
- To have a first responder onsite, available to first contact the owner, and then the property management company, the police, utility companies or other relevant contacts as situations require

ACCOUNTABILITIES

- Ensure the apartment building is always kept clean, inside and out. This will include a deeper cleaning done by vacuuming the carpet, sweeping floors, cleaning walls, cleaning windows, and helping the apartment building to look clean and fresh at all times. It is also making sure to pick-up outside trash on the property (bottles, cans, cigarette butts, cups, papers, etc.) or inside the premises common areas or in the hall ways.
- Periodically check each floor of the apartment building and the parking lot to make sure there are no problems or messes in these areas.
- Make sure only tenants cars are in the parking lot.
- Help enforce our no smoking policy with the tenants and guests inside the building. Multiple warnings/violations to the same person are to be reported.
- Make sure the main building entrance doors are closed/locked at all times and report those who violate this policy but putting things in the doors to hold the doors open.
- Report and or address tenants who are violating the building rules or terms of the lease.
- Report incidents that are illegal, disturbing, loud, violent, disrupting and otherwise offensive to tenants.
- Show vacant apartments to potential tenants as needed and available.

I accept and agree to the terms as outlined above in order to receive a rent discount of \$150 at The APARTMENT NAME, APARTMENT ADDRESS.

NAME OF TENANT Date

OWNER’S NAME Date

Property Management Representative Date