

**MUNCIE PROPERTIES, L.L.C.**  
**STANDARD WEEKLY/MONTHLY LEASE AGREEMENT**

1. Rent is for the apartment located at \_\_\_\_\_ Apt. # \_\_\_\_\_
2. Rent is \$ \_\_\_\_\_ per WEEK/MONTH and is rented to \_\_\_\_\_ people. Term of lease is \_\_\_\_\_ 20 \_\_\_\_\_ to \_\_\_\_\_ 20 \_\_\_\_\_. You are expected to fulfill the terms of this contract. If you vacate before expiration date -your rent will continue until your apartment is re-rented -rent will be withheld from your damage deposit.
3. Rent payments are due on the \_\_\_\_\_ day of each week/month. Payments not received by the due date will be charged a late fee of \$5.00 for 1 to 7 days late and \$5.00 per week thereafter. Tenants must vacate by the third day after their due date if rent and late fees are not paid. If payment is not made within that time, lease signature permits and allows us to change the locks, and if necessary, place a lien on personal property and store belongings until full payment for rent and damages is received. After three months (90 days) any belongings held will be sold or donated unless it is deemed that abandoned property has no value, in which case it will be discarded at time of abandonment.
4. Rent payments are to be made by check or money order, at the company's drop boxes or by mail. Drop boxes are located at the rear of 709 West Adams; at the side of the office at 502 East Adams, or mail to: **Muncie Properties, L.L.C. 502 E. Adams, Muncie, IN 47305**. There will be a charge of \$20.00 for returned checks.
5. There is a \$ \_\_\_\_\_ security deposit for clean-up, keys not returned and damages to the premises to be paid in full \_\_\_\_\_ or payment plan \_\_\_\_\_. Payment: \_\_\_\_\_. Replacement keys are \$5.00 each. The return of security deposit balance to tenants will be made within 45 days after forwarding address is supplied (in writing).
6. Utilities are to be paid by \_\_\_\_\_ except \_\_\_\_\_. No electric space heaters or kerosene heaters allowed. Window A/C, Washers/Dryers, Freezers a additional charge of: \_\_\_\_\_
- 7.. It is clearly understood that tenants will not have pets of any type, including no pet-sitting. Violation of this agreement is grounds for eviction.
8. Parties or loud music will not be tolerated. Complaints from neighbors or police are grounds for termination of this lease and forfeiture of all rents and security deposit.
9. The Property Manager and/or Maintenance personnel has the right to inspect, repair, or show the property at any reasonable time.
10. The tenant is responsible for carrying Renter's Insurance on their personal belongings. Property Manager or Owners have no liability for damage or loss of Renter's property.
11. Owners have installed a working smoke alarm which the tenant acknowledges by signing this lease and the tenant agrees to keep battery in place and in working order, including replacement of battery, if necessary.
12. Tenant agrees to keep apartment in a clean, sanitary condition and to keep no debris or vehicles on property other than their personal, licensed auto. Tenant agrees to inform Property Manager or Owner of any water leaks, broken glass, or maintenance items. Tenant agrees to keep carpet clean and to have it cleaned as required. If any Muncie Properties, L.L.C. furniture and/or property is removed from the unit, tenant is completely responsible for full replacement cost and any other fees including, but not limited to, delivery charges. This is considered theft and will be pursued as a criminal act to be prosecuted.
13. There will be no alterations performed by the tenant without written consent from the Property Manager or Owner. This includes painting, changing, or adding locks. Tenant will exercise good judgment when hanging items on the walls.
14. I/we agree that in the event of default in payment, reasonable collection agency fees equal to fifty (50% ) percent of the delinquent balance and reasonable attorney fees shall be added to the amount due on the account, plus any applicable court costs.

15. Tenant's Employment  
#1 \_\_\_\_\_ Work Phone \_\_\_\_\_  
#2 \_\_\_\_\_ Work Phone \_\_\_\_\_  
Hourly Rate \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Pay Stubs \_\_\_\_\_

16. Emergency Contacts #1 \_\_\_\_\_ Phone \_\_\_\_\_  
#2 \_\_\_\_\_ Phone \_\_\_\_\_

17. Have you ever been: Convicted of a felony?  Yes  No Any other payments -car, etc.?  Yes  No  
Do you pay Child Support?  Yes  No How Much? \_\_\_\_\_

18. Last previous address \_\_\_\_\_ How long? \_\_\_\_\_  
Reason for moving \_\_\_\_\_

19. Because of limited space, only ONE vehicle per household is permitted when parked on property.

20. \_\_\_\_\_  
Vehicle Make/Model/Color \_\_\_\_\_ Year \_\_\_\_\_ License Plate # \_\_\_\_\_

By signing, I/We hereby certify the above answers are true and correct. If answers are determined to be false, this lease could be null and void. I/WE agree to our home being drug-free. Drug complaints are grounds for automatic eviction. If two (2) individuals are signing, each agrees they shall be jointly and individually responsible for all rent payments. I/we hereby certify all information provided is accurate and I/we are of legal age to accept the responsibility of this lease.

Signature #1 \_\_\_\_\_ Printed Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate \_\_\_\_\_ D.L. # \_\_\_\_\_

Signature #2 \_\_\_\_\_ Printed Name \_\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birthdate \_\_\_\_\_ D.L. # \_\_\_\_\_

Property Manager Phone **741-8783** \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_

Rent Payment \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ **TOTAL RECEIVED \$** \_\_\_\_\_

**LEAD WARNING STATEMENT**

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.*

\_\_\_\_\_ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

\_\_\_\_\_ Lessee has received the pamphlet Protect Your Family From Lead In Your Home.