

THIS LEASE IS A BINDING DOCUMENT AND AS SUCH CARRIES LEGAL RAMIFICATIONS IF NOT FULFILLED

We understand that sometimes unforeseen circumstances prevent the completion of a lease term. Our lease provides for a means by which the lease can be fulfilled in these circumstances. Clause 12 of your Rental Agreement allows you to sublease. The requirements are as follows:

1. You will be allowed to sub-lease your unit to a qualified occupant. All sub-lessors will be required to fill out an application for approval. If they are approved, you will need to arrange for an appointment with our office, so we can remove your name from your lease and replace it with the new tenant's name. All parties must be present at one time. They will be required to refund to you the deposit you placed down on your unit. They will receive your deposit back if the unit is left in the required condition. If you allow someone to move-in who has not signed the lease, those who are on the lease accept full responsibility for the remainder of the lease.
2. If you should move without subleasing to a qualified applicant, this will be considered abandonment. Clause 18, PPH.2 will be put into effect. This clause states that you will owe the remaining months left on your lease. This amount will be turned over to the courts and/or the Credit Bureau of Athens for collection.
3. If you received a special at the time of your move-in and you do not fulfill the terms required to receive the special, you will be required to pay the special back to Hancock Properties.
4. We cannot allow roommates to be removed from the Rental Agreement, unless the remaining roommate(s) can meet the financial requirements, required by our Rental Agreement.

GENERAL CLEANING INSTRUCTIONS/CHARGES:

1. The carpet in your apartment/duplex/house must be professionally steam cleaned. The normal charges will be approximately \$55-\$75 per unit deducted from your security deposit. Excessive stains or repairs may be extra.
2. Your oven must be cleaned with an oven-cleaning product. Spray on the cleaner, let it sit overnight, and wipe it out the next day. Stovetops must be thoroughly cleaned. Be sure to clean the drip pans and underneath the stovetop (the stovetop lifts up).
3. The refrigerator and freezer must be completely defrosted and cleaned.
4. Tub/showers must be cleaned and free of mildew and soap film. Thoroughly clean all toilet fixtures, including the rim and around the base. Mirrors, blinds and all light fixtures must be dusted and cleaned.
5. All nail holes must be patched with spackling compound, sanded down, and painted over to match the walls. If your unit must be painted beyond what is normally considered "wear and tear," the charges will range from \$60 for spot paint-\$450 for full paint, depending on the condition of your unit. These are estimated charges only; other charges may also apply based on the condition of your unit.

The chart below is an estimate of most cleaning/replacement charges. Prices are subject to change:

Oven	\$15.00	Windows & sills	\$5.00 each
Drip pans under stove burners	\$10.00	Water heater	\$5.00
Refrigerator/freezer	\$10.00	Light fixtures/ Mirrors	\$5.00 each
Kitchen cabinets and drawers	\$10.00	Blinds	\$15.00 each
Dishwasher	\$10.00	Vent cover/ Outlet covers	\$5.00 each
Kitchen floor	\$10.00	Counter tops	\$5.00 each
Bathrooms	\$25.00 each	Screen replacement	\$10.00 each
Carpet cleaning	\$55.00-75.00+	Replacement of any fixtures, parts, etc.	Parts & Labor
Removal of refuse, clothing, etc.	\$25.00-50.00+	Damage to walls, carpeting, linoleum, etc.	Parts & Labor
Painting	\$60-450	Keys to door	Parts & Labor

 Signature/Date

 Signature/Date

 Hancock Properties

 Signature/Date

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