



## KEYS TO BEING A QUALITY TENANT

- 1. Know and comply with the conditions of your lease or rental agreement.**  
This includes not allowing pets or other people to stay in your unit if it is not allowed in your lease, taking care of yard, snow removal, etc. Do not remove batteries from smoke detectors or take them when you vacate. Follow rules about smoking, parking, etc.
- 2. Get all utilities put in your name immediately at move-in.**  
Call the utility companies and transfer billing to your name for all utilities you are required to pay. If this is a problem, notify your Housing Resource Specialist right away.
- 3. Refrain from damaging the premises or allowing guests to cause damage.**  
Remember that this is now the home in which you live. Clean up carpet spills or coloring on the walls and other damage as soon as it happens so that your home is a lovely place for you to live and remains in good condition for the owner.
- 4. Keep your unit clean, and properly dispose of garbage.**  
Do not let garbage accumulate, dispose of it weekly.
- 5. Submit requests to your landlord in writing to avoid disputes and misunderstandings; keep copies of all correspondence.**  
It does not have to be formal, just a note stating what your request is and why it is important to you. Make sure the tone of the note is polite.
- 6. Notify your landlord in writing of needed repairs to keep components in good working order.**  
Landlords appreciate knowing when something is not working properly. Often they can avoid a bigger problem and expense if things are taken care of sooner rather than later.
- 7. Allow your landlord to enter your rental unit for safety or maintenance reasons, with proper advance notice.**  
Generally, landlords will give you 24 hours notice before entering except in the case of an emergency.
- 8. Keep noise levels to a minimum.**  
You will want good neighbors, so be a good neighbor.
- 9. Consider purchasing renter's insurance to cover your personal property in the event of loss.**  
Be aware that landlords carry insurance to cover their losses only. Their insurance will not cover the loss of your belongings should something tragic occur like a flood or fire.
- 10. Give proper advance notice to your landlord about your intentions to vacate the property, according to the terms of your lease or rental agreement.**  
Thirty days' notice is required and expected.

*I have read and understood these requirements and received a copy for my records.*

**Signature of Participant:** \_\_\_\_\_

**Housing Resource Specialist:** \_\_\_\_\_