



Tenant Policies & Procedures

New Tenant Requirements:

1. Check/Money Order - Damage Deposit+1st Rent Payment
2. Liability Insurance - COA form on file.
3. Complete Criminal Background Check

Lease Terms: As of March 1st, 2022 all new leases are written on a month to month basis until either property management or the tenant gives a 30-day lease termination notice in writing.

Lease Review: Lease reviews are conducted 12 months from the lease commencement date. Tenants are contacted in writing and given a 90-day notice when lease terms are adjusted.

Rent Payments: Each monthly rent payment is due on the first (1st) day of each month. A five (5) day grace period from the due date is extended to all tenants. Rent not received by the end of the five (5) days grace period, will be assessed a late fee of forty dollars (\$40.00) in addition to the base rental amount is due immediately. Returned checks are assessed an additional fee of thirty-seven dollars (\$37.00) or the prevailing bank fee, whichever is greater.

Utilities Included:

1. Electricity	5. Mailbox Service
2. Heat/AC	6. WIFI
3. Water/Sewer	7. Janitorial
4. Trash Removal	8. Snow Removal

Proof of Insurance: Tenants must keep a current liability policy covering occurrences in the leased space. Policy must have a combined single limit for personal injury and property damage of one million dollars (\$1,000,000.00) for each occurrence. Tenants must also carry worker's compensation insurance for all employees working at the Leased Premises as required by the State of Minnesota. Tenants must furnish management with evidence of insurance each and every year of their lease.