

Superior Land Management, LLC

Hammerstone/Jay Ridge Village

Po Box 130

Howes Cave NY 12092



Katie Dole -Manager

(518) 234-8614

Fax: (518) 234-4246

TDD (with monitor) 1-800-662-1220

TDD (without monitor) 1-800-421-1220

New Tenant Information

Make Checks Payable: Superior Land Management, LLC

Mail Payments to: Superior Land Management, LLC

Po Box 130

Howes Cave, NY 12092

Or: Checks can be dropped in the lock box at the office located in building 108

Payments are due on 1st of every month. All rent payments postmarked or submitted after the 5th will receive a late fee.

Mailing Address: 145 North St, Apt. A
Cobleskill, NY 12043

HOLD Received Date: 1/1/2022 Amount **\$720.00** Check Number: 111

Hold nonrefundable is decided not to rent with us-once move in becomes security (*see hold form for terms*)

You must call National Grid to turn the power on in your name.

National Grid: # 1-800-642-4272

Meter number **11-22-333**

Reading:

Spectrum: 1-833-697-7328

Contact Pat Cooney 518-603-2683 or Patrick.cooney@charter.com

Verizon Telephone: # 890-7100

Pets Allowed only with Pre-Approval by Management-*must supply office with copy of rabies (cat/dog), village license (dog) and certify of Insurance before move-in date*

Tenants must be considerate of other tenants in building.

30-day notice prior to vacating required

Security deposits will be returned upon inspection of the landlord.

(Normal wear and tear is expected)

Keys must be returned to Main Office upon vacating unit.

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HAMMERSTONE / JAY RIDGE COMPLEX

108 Mohawk Dr., Suite 1

Cobleskill, NY 12043

(518) 234-8614

SImapartments08@gmail.com

LEASE- SIX MONTH TERM

Rules and Regulations

1. It is understood and agreed that said Building 145 North St, Apt. A Cobleskill NY 12043 is rented to John Doe on a six-month lease, beginning on the 1st day of January 2022. After the six-month term the lease will become month to month.

Additional Resident: N/A

The Term of this lease shall be six-month lease: 1/1/2022 Note when a tenant moves in mid-month rent is always due on the first of every month; at the end of the six-month term lease will become month to month: Thirty (30) days written notice prior to the first of the month is required for termination of said apartment. At the expiration of said lease, any and all possessions found within said apartment will be removed, stored, or disposed of at Tenant's expense. If tenant moves out during the middle of a month rent will not be pro-rated upon move out date. Tenant is responsible for full months' rent before vacating their unit.

2. No explanation within the written notification of termination will be required.
3. Rent in the amount of \$ 720.00 to become due and payable on the 1st day of the month. Rent is always due 1st of the month even if tenant moved in mid-month. Rent shall be prorated for tenants who move-in after the 15th of the month; for pro-rated amount of \$N/A. Landlord need not give Tenant notice to pay rent. Tenant must pay the rent in full and not subtract any amount from it. In the event rent is not paid within five (5) days of its due date, a late payment penalty will be added to the Tenant's rental account. A return fee shall be paid by Tenant to Landlord within ten days of any check returned due to insufficient funds or otherwise. Refer to Charge List for exact values of stated fees.

a. Tenant is also renting

Extra Package	Renting: Yes or No	Amount per Month
Garage	No	55.00

4. Tenant is to deposit with Management the sum of \$720.00 (in addition to the first month's rent), which said sum is to be considered as a "damage-hold" during the term of tenancy. In the event of termination of such tenancy, and after compliance with inspection of said apartment, the sum so deposited will either be returned to the Tenant or applied toward any damage. If Tenant moves out without giving a 30-day notice before the 1st of the month the security will not be returned to Tenant. Tenant is completely responsible for the apartment during the term of tenancy, and any and all damage resulting thereto. If Tenant is less than a

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year renting unit-unit must be in move in condition where there are no damages to the unit and less than 5 blemishes on walls, trim, or doors; if there are damages full deposit will be held. If Tenant paints unit and it is not back to original color or it is noticeable by staff it was painted full deposit will be held no matter length of tenancy.

5. Rents will be increased by Management on a yearly basis on the Lease anniversary date.
6. Apartments are not to be sublet or subleased by Tenant.
7. Moving in or out of the apartment will be conducted during the hours 8:00 am to 8:00 pm. Moving and movers and any and all resultant damage are the responsibility of the Tenant.
8. Maximum occupancy per apartment will be 3 persons, both for a one- or two-bedroom apartment.
9. Management is to have permission and right to enter the apartment with prospective tenants upon due notification. (Refer to Order of Procedure for Termination of Tenancy).
10. Sidewalks, entrances, public halls, and stairways shall not be obstructed nor used for any other purpose than entry and exit from the apartment.
11. No Tenant shall make or permit any disturbing noises in the buildings by himself, family, friends, or guests; nor do or permit anything that will interfere with the rights, comforts, or convenience of other tenants. No Tenant shall play or operate, nor allow to be played or operated, any musical instrument, radio, stereo, or television on the premises between the hours of 11:00 pm and the following 8:00 am in such a manner as shall disturb or annoy the occupants of the building.
12. Tenants and their guests are expressly forbidden to throw anything whatever out of the windows or doors, or in the halls or stairs of the building, or upon land adjacent to the building.
13. No clothes lines are to be created or laundry placed over balconies, windowsills, or ledges; neither shall any tablecloth, rugs, etc. be hung or shaken from windows or doors. All garbage and refuse must be taken to designated garbage areas in accordance with the directions of the Management.
14. No mattresses or furniture are to be placed near dumpsters.
15. Each Tenant shall keep the premises leased in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown from the premises leased, any dirt or other substances into any of the corridors, halls, or stairways of said Building, or into any light shafts or ventilators thereof, or out of any window or door of the building.
16. The Landlord and Tenant verify that the property is deemed habitable. Structures shall be kept free from insect and rodent infestation. The Landlord shall be responsible for pest elimination in the public or shared areas of the structure and external property. The Tenant is responsible to report any signs of

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infestation immediately to the Landlord. The Tenant is also responsible to prevent infestation in the area occupied by the Tenant. The Tenant shall be responsible for pest elimination.

17. No garbage or trash cans or other articles shall be placed in the halls or on the staircase landings.
18. The toilets and other water apparatus shall not be used for any other purpose other than those for which they were constructed nor shall any sweepings, rubbish, rags, wipes, nor any other improper articles be thrown into the same; and any damage resulting from misuse thereof shall be borne by the Tenant by whom or upon whose premises it shall have been caused.
19. No washing of cars allowed.
20. No backing on lawns is allowed for loading or unloading of furniture or deliveries.
21. No baby carriages, strollers, bicycles, wagons or similar articles, playthings or other personal property of any Tenant or his family, friends, or guests, shall be placed in or permitted to stand or remain in the halls, corridors, vestibules, or stairways of the building.
22. No shades, awnings or window guards shall be used. DO NOT REMOVE SCREENS.
23. No dogs, cats or other animals shall be kept or harbored on the premises or on apartment complex grounds without Management's consent.
24. No radio, CB or TV antennas, or satellite dishes shall be allowed on the building.
25. No portable heaters of any kind are allowed in apartments either electric, kerosene, propane, etc.
26. No soliciting or vending is permitted. No business either for profit or on a volunteer basis may be conducted from apartments. This prohibition includes babysitting, beautician services, etc.
27. No dishwashers, waterbeds, sauna or health equipment, air conditioners, CB's, public electrical displays or advertisements, pianos or musical instruments, or major appliances of any description are to be installed or used in apartments.
28. No attachments of any type to wood, walls, cabinets, ceramic, or doors, nor wallpapering or painting is permitted. All pictures and/or hanging hooks are to be placed and installed by Management. All windows and patio doors are to be appropriately draped and/or curtained.
29. No "wall" telephones are to be installed. No additional wiring of extensions for televisions, etc. is allowed.
30. No charcoal grills, gas grills, hibachi or similar outdoor cooking units are permitted to be used or stored on wooden decks. When in usage have to be placed a minimum of 30 feet from the building

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31. Absolutely NO swimming, wading, boating or any use of the pond at the Jay Ridge Complex is allowed.
32. Bathroom fans will be used, especially in the winter months to dispense excess moisture from the bathrooms.
33. All light bulbs will be furnished by the Tenant.
34. Children shall not play in the public halls or stairways.
35. No Tenant nor any member of his family nor any guest or visitor of the Tenant shall loiter in or about the entrance halls, stairways, vestibules, or corridors of the building at any time.
36. Tenants shall not add or affix any locks or bolts on doors or windows without first obtaining Management's approval and any such locks or bolts so added shall become Management's property and shall not be removed by the Tenant when Tenant vacates the premises.
37. Tenants shall not enter upon or use the roof of the building or any part of such roof for any purpose.
38. Any and all damages are to be reported immediately. If determined to be caused by the negligence of Tenant or guests, Management to be compensated by Tenant.
39. In the event of termination of tenancy, Tenant is to arrange with Management for an immediate inspection of the apartment. Upon departure, a final inspection will be made, at which time keys are to be presented and determination and adjustment made regarding any damage, etc.
40. Any and all personal injuries are to be reported to Management immediately. It is required that Tenant provides insurance coverage on any and all personal property, as well as Tenant's liability coverage insurance.
41. Two (2) keys will be issued for each apartment. No duplication whatsoever is permitted for apartment keys. Keys are to remain in the possession of each Tenant. If it is necessary for Management to open an apartment for a Tenant, there will be a \$10.00 let in charge.
42. Any and all facilities of the building, including laundry and social center area, are to be for the exclusive use of Tenants and their guests only.
43. Each Tenant is responsible for leaving laundry room and machines in good condition, with cleaning of lint filters, etc.
44. There is a limit of two (2) cars per apartment in parking area. Said vehicles to be identified in a registry to be kept on file at Complex Office; any unauthorized vehicles will be towed away at Owner's expense. No recreational vehicles, campers, snow machines, ATVs, etc. are allowed; limit to $\frac{3}{4}$ ton pickup trucks. A special area will be designated for bicycles.

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45. Vehicles are not to exceed 10mph while driving through the complex. Reckless driving (speeding, burnouts, motorcycle wheelies, etc.) is not permitted under any circumstances.
46. Tenants and guests must be available to move cars during snow removal operations. All parked vehicles will keep back from sidewalks so as no part of the vehicle overhangs the sidewalk.
47. Management has the right to enter apartment at any time for purposes of repair or emergency. There will be an annual inspection of all apartments, at which time any damage thereto will be adjusted.
48. Parents, grandchildren, or members of Tenant's family may remain as overnight guests on a limited basis. Any family members remaining over one week shall be reported to Management. Absolutely no pets are to be allowed without Management's consent.
49. No occupancy of an apartment, either temporary or permanently, by any person other than the Tenant is permitted.
50. An extended length of absence from an apartment should be reported to the office, leaving name, address, and telephone number to contact, and approximate time of departure and return. Tenant is to maintain the apartment's heating system at no less than 55 degrees during the period from October 1 to May 1.
51. Appliances are to be maintained, cleaned, and used in accordance with manual of instruction. Carpets are to be cleaned with vacuum only. The use of spot removers, shampoo or any other cleaner is strictly prohibited, without Management permission. Immediate notification should be made to Management of any spills, burns or damage of any type. All appliance instruction books will remain a part of the Apartment.
52. An individual entry ledger is maintained on each apartment; if an excessive amount regularly appears indicating above normal usage of utilities, an appropriate adjustment will be made with rental figure. Increased utility rates will necessitate an increased rental.
53. Management would appreciate you reporting any incidents that may create a disturbance or annoyance.
54. Drano, Liquid Plumber, etc. and any chemical in the toilet that changes the color of the water is forbidden.
55. Effective March 1st, 2016, units at Hammerstone/Jay Ridge Village will be smoke free. Residents who move in after March 1st, 2016, will need to smoke outside the unit and keep outside area clean of cigarette butts, not disposing of them outside on the ground. As a fire safety precaution, all tenants must smoke at least 15 ft. from the complex buildings.

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I/We have read and understand the foregoing Lease, Rules and Regulations and do hereby agree to abide by and follow same. It is understood that tenancy will be terminated in the event of non-compliance with any of the above Rules and Regulations.

John Doe (tenant of record)

Date

Management's Representative

1/1/2022

Date

List any/all Pets approved by Management:

Description: N/A

Sex: N/A Age: N/A Altered? N/A

ORDER OF PROCEDURE FOR TERMINATION OF TENANCY

At least thirty (30) days written notice to vacate apartment is required. If less than thirty (30) days' notice is given, an additional month's rent becomes due and payable.

Management is to have permission and right to enter the apartment with prospective tenants upon due notification.

Arrangements are to be made with Management for an inspection of the apartment before departure. Upon final inspection and house cleaning following departure of Tenant(s), the "damage-hold" amount will be returned or adjusted accordingly. Any and all damage found that exceeds said amount shall be reimbursed by Tenant(s).

Upon departure, Tenant is to surrender keys to said apartment and mailbox (if applicable) and provide a forwarding address.

Any items held in storage to be released upon two (2) days' notice in advance of moving date.

Tenant to arrange for telephone disconnect and final payment, and to personally make arrangements at Post Office for change of address for mailing purposes.

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PET REQUEST

Management hereby gives permission to the lessee to have and maintain a pet on the premises subject to the following conditions and restriction.

Allowable Pets:

- One Cat per unit
OR
- One twenty-five pounds (at point of maturity), or less dog per unit

NO PIT BULLS, DOBERMAN PINCHES OR GERMAN SHEPARDS ALLOWED

(OFFPURE BRED OR MIXED BREEDING)

1. The Tenant is solely responsible for the behavior and actions of their pet.
2. All pets must be approved and registered with Management prior to obtaining.
3. All dogs must be licensed with the Town, show proof of current vaccinations & sexually altered. All cats must have vaccination and be sexually altered.
4. Any questions as to whether the pet is a nuisance will be determined by Management, and Management will make the decision if the animal must leave the premises.
5. If pet bites or shows aggressive behavior it will need to be removed from premises immediately
6. Pet must be inside the Tenant's unit unless on a hand leash.
7. The Tenant is responsible for picking up after their pet in accordance with the Village of Cobleskill's Leash Law
8. No pet related fences, houses, cages, or structures will be permitted.
9. Tenants requesting pet approval must be in good standing.
10. Management/Owners require dog pet owners to furnish office with \$500,000 certificate of liability insurance for residents' unit.
11. If resident obtains a puppy at point of maturity must supply office with new weight-tenant understands that if dog ends up being over weight limit at maturity, they must remove pet from property.

ALL OTHER TPYES OF PET REQUESTS WILL BE CONSIDERED ON A CASE BY CASE BASIS AND MUST BE APPROVED BY MANAGEMENT PRIOR TO OBTAINING

Pet owner must supply office with certificate of insurance, copy of license and rabies before move-in date.

Request is being made for pet Approval:

Apartment: 145-A

Do you have a Pet (mark): **Yes** _____ **OR No** X *if no please just sign bottom*

Type of Pet: _____ Age of Pet: _____ Breed: _____ Sex: _____

Color: _____ Weight: _____ Name of Pet: _____

I acknowledge that I have read and understand the above pet terms & conditions.

Tenant Signature (tenant of Record)

Date

John Doe
Print Name

Management Signature

1/1/2022
Date

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Charge List

Charges & fees are subject to change based on associated costs & economic values.

Description of item	Size	Starting condition cost
Window Thermopane	21X43 27X43 24X24	70.00 each 90.00 each 25.00 each (Labor would be added)
Window Screen	21X43 27X43 30X42	20.00 each 22.00 each 35.00 each (Labor would be added)
Replacement of window lock		3.00 each
Remaining command strips		20.00 minimum charge
Replacement of screen door		150.00 each
Replace interior doors		65.00 each
Replacement main door		195.00 each (Labor would be added)
Replacement of lost key		1.00 each
Replacement of entrance door OR added dead bolt		40.00 Each
Replacement interior door lock		25.00 each
Failure to return full set of keys on departure		40.00 If deadbolt not returned at as well added 40.00
Replace doorbell assembly		13.00 each
Repairing hold in walls ¼ and up	1 year or less	15.00 minimum
Repairing gouged or badly scratched walls	1 year or less	20.00 minimum
Repair torn or damaged carpet		Square footage X 21.00 (labor)
Replace drop ceiling tile		10.00 per tile
Cleaning of carpet		85.00 per room 50.00 (hallway/stairway)
Replacement of carpet and/or flooring		Square footage X 21.00
Repaint apt <one year		80.00 per room
Repainting smoke damaged unit		65.00 Pre-cleaning charge 100.00 per room
Removal of wallpaper boarder		15.00 per room
Removal of wallpaper		25.00 per room
Hauling of trash		50.00 (bad) per room 25.00 (fair) per room
Replacement of damaged baseboard heater	2ft 4ft	125.00 each 137.00 each

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	6ft	150.00 each
	8ft	165.00 each
Replacement of electric plate cover		1.00 each
Replace electric outlet		4.00 each
Replace electric switch		4.00 each
Full unit pre- cleaning	<i>This charge is used for pre cleaning of unit before staff can start work</i>	65.00 dollars Could be more depending on condition of unit and labor
Cleaning stove		50.00 bad 25.00 fair Could be more depending on labor
Cleaning Refrigerator		40.00 Bad 20.00 fair Could be more depending on labor
Cleaning of cupboards doors, shelves, countertops		85.00
Cleaning of microwave		25.00
Replacement of fire extinguisher		20.00 each
Replacement of microwave		229.00 each
Replacement of stove		450.00 each
Replacement of refrigerator		500.00 each
Replacement of refrigerator handle		50.00
Replacement of refrigerator shelf or drawer	Shelf Drawer <i>Note other items that may be broken or damaged in unit pricing will be determined by manufacturing cost</i>	25.00 per unit 35.00 per unit
Replacement of countertops		30.00 per foot (labor would be added)
Replacement of range hood		123.50
Replacement of stove drip pan		5.00 each
Replacement of kitchen cabinets	Upper Lower	193.00 each 250.00 each
Replacement of kitchen doors		30.00 each
Replacement of kitchen drawers		12.00 each
Replacement of kitchen faucet		175.00 each
Replacement of light globes in or outside of unit		35.00 each
Replacement of washer/dryer		1600.00
Agitator cap for washer		25.00
Cleaning bathroom tub		40.00 (bad), 20.00 (fair)
Cleaning of toilet and floor		45.00 (bad), 25.00 (fair)
Replacement of tub	1 piece tub	660.00 unit

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Replacement of medicine cabinet mirror		35.00 each
Replacement of bathroom faucet		160.00 each
Replacement of sink stopper		5.00 each
Replacement of toilet		185.00 each
Replacement of exhaust fan lens		8.00 each
Replacement of towel rack		10.00 each
Replacement of shower bar		35.00 each

Different charges while residing at unit.

Tenants should call the office if assistance is needed with any of the following items and time will be scheduled

Lockouts		10.00 per lockout
Light bulbs	<i>Tenant should supply own light bulbs for globe fixtures or personal lights</i>	1.00 each (if tenant does not supply)
Smoke detector / CO2 batteries	<i>Tenant should supply own battery</i>	9.00 each (if tenant does not supply)
Changing locks		40.00 per lock
Installing deadbolt		40.00 per lock
Removal of mattress	Twin Full Queen King Removing box spring and full bedframe	20.00 30.00 40.00 50.00 Additional 20.00
Removal of couch/Chair	Chair Love 3 Seat Full Larger than full or sleeper sofa	20.00 25.00 35.00 45.00 55.00 + 5.00 per extra seat
Removal of Dresser	2 drawers 3 drawers Larger than 3 drawers	10.00 15.00 15.00 + Additional 5.00 per drawer

Rental Charges & Fees

Late Payment Penalty	5+ days past due	\$20.00
Returned Check Fee	Insufficient funds or otherwise	\$40.00

By signing this form tenant agrees and understands all the charges listed above and agrees to pay the charges that are acquired.

Tenant signature

John Doe

Print Name
Management

Print Name

Date
1/1/2022

Date

Management Signature

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Tenant Contact Information

Please Print Clearly

Name: John Doe

**Please review and make
sure everything is listed
correctly.**

Building and Unit number: 145-A

Phone Number: 111-222-3333

Email address: [johndoe@gmail.com](mailto: johndoe@gmail.com)

Mailing Address: 145 North St, Apt. A

Cobleskill, NY 12043

Emergency Contact Info:

**Persons you wish to be contacted in the event of an emergency and
Persons to Whom you give management the permission to access your
apartment in the event of emergency or death:**

(Please list name and phone number)

1. Jane Doe (sister) 111-222-4444

2. _____

3. _____

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Fire Ext. & Smoke Detectors

The tenant at address: 145 North St, Apt #A City: Cobleskill, NY Zip:12043 has the following items in place at the above listed apartment:

1. Fire extinguisher
 - a. How many 1 Location under kitchen sink
2. Working smoke detectors
 - a. How many: 3 Location: hallway and both bedrooms

By initial and signing this form the tenant acknowledges that all that items are in the unit and in working condition. Tenants also agrees to inform the office if any of the items above stop working or are used in case of fire and need to be replaced.

Tenant Signature: _____

Management/Maintenance Signature: _____

Date: _____

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Inspection Move In

Apartment: 145 North St, Apt A
Cobleskill, NY 12043

Tenant: John Doe

Move-In Date: 1/2/2022

Refrigerator: Good Bath Fan: Good Carpets/Flooring: Good

Range: Good Windows: Good A/C: N/A

Keys: 2 (sets) Walls: new paint Microwave: N/A

Remarks: newly renovated apartment

Management 1/1/2022 _____
Date Tenant Date

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Vehicle Registration Form

Attention Tenants:

Please fill out the bottom half of this paper and return it to the rental office. It will be a great help during winter storms in the future.

Thank you,

Management

Tenant Name: John Doe

Building and Apartment Number: 145-A

Color and Make of Vehicle: 2020 Toyota Tacoma (Black)

License Plate Number: (NY) XXX-1111

Please circle here if you: DO NOT HAVE A CAR

Note: If you get a car in the future you will have to report it to the office
*****Any Vehicle not registered with the office will be towed*****