

## MODEL LEASE ADDENDUM

### Inform Residents of Obligation to Report Maintenance Problems

Here's a Model Lease Addendum, partially based on one used by the Apartment Association of North Carolina, which you can use to require residents to report maintenance problems to management. The addendum requires residents to immediately report maintenance problems to management in writing (par. 1). It says that residents should report maintenance emergencies in the quickest manner

possible (par. 2). It says that residents will be liable for damage caused by their failure to report a maintenance problem (par. 3), and that violation of the addendum will be considered a violation of the lease (par. 4). And it says that the addendum supersedes the lease and is incorporated into the lease (par. 5). Speak with your attorney before using this lease addendum at your tax credit site.

#### LEASE ADDENDUM ON REPORTING MAINTENANCE PROBLEMS

To help ensure that unreported maintenance problems don't cause further harm to property or persons, Resident hereby agrees to the following:

- 1. Notification of management.** Resident shall immediately notify management in writing of broken fixtures, appliances, and heating or cooling equipment; water leaks; electrical and plumbing problems; and problems with lights, locks, or latches found in Resident's unit or any common areas.
- 2. Emergency procedures.** In the event of an emergency, Resident need not notify management of problem in writing. Instead, resident should report the problem in the quickest manner possible (e.g., phone call).
- 3. Liability.** Resident shall be liable to Owner for damage sustained to the Resident's unit or common areas as a result of Resident's failure to comply with the terms of this Addendum. Resident shall be liable for damage sustained to Resident's person or property as a result of Resident's failure to comply with the terms of this Addendum.
- 4. Violation of addendum.** Violation of this Addendum shall be deemed a material violation under the terms of the Lease, and Owner shall be entitled to exercise all rights and remedies it possesses against Resident at law or in equity, including, but not limited to, eviction.
- 5. Addendum supersedes Lease.** In case of a conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern. This **LEASE ADDENDUM ON REPORTING MAINTENANCE PROBLEMS** is incorporated into the Lease executed or renewed on *[insert date]* between Owner and Resident.

RESIDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S/MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_