City of FRESNO **REPORT TO THE CITYCOUNCIL**

AGENDA ITEM NO.
COUNCIL MEETING
APPROVED BY
DEPARTMENT DIRECTOR
CITY MANAGER

March 13, 2007

FROM: RENE A. RAMIREZ, Director
Department of Public Utilities

BY: STEPHEN A. HOGG, Assistant Director
Wastewater Management Division

SUBJECT: APPROVE A LEASE AGREEMENT IN THE AMOUNT OF $12,000 PER YEAR FOR A CITY-OWNED RESIDENTIAL PROPERTY LOCATED AT 6379 WEST CENTRAL AVENUE, NEAR THE REGIONAL WASTEWATER RECLAMATION FACILITY

KEY RESULT AREA

Resource Management

RECOMMENDATIONS

Staff recommends that the City Council:

1. Approve a Lease Agreement with John Thompson and Nicole Phillips, joint tenants, at a lease rate of $1,000 per month for the lease of a City-owned residential property located at 6379 West Central Avenue, near the Regional Wastewater Reclamation Facility.

2. Authorize the Assistant Director of Public Utilities, Wastewater Management, to execute the Lease Agreement and subsequent extensions on behalf of the City.

EXECUTIVE SUMMARY

The Wastewater Management Division has completed an agreement for leasing a City-owned residential property located at 6379 W. Central Avenue. Three parties expressed interest in the property and two applications were received. After reviewing applications and related information, John Thompson and Nicole Philips, joint tenants, were selected to lease this residential property. The agreement provides for a one-year lease at the rate of $1,000 per month with a $1,000 deposit and extensions thereafter on a month-to-month basis. Categorical Exemption Environmental Assessment No. EA-07-04 was issued for this property on March 1, 2007.

KEY OBJECTIVE BALANCE

The approval of the lease agreement balances the Key Objectives of Customer Satisfaction, Employee Satisfaction and Financial Management. Customer Satisfaction is achieved through ensuring the rental property is not sitting unoccupied, becoming a target for vandalism and a public nuisance. Employee Satisfaction and Financial Management are achieved through minimization of City resources utilized for the ongoing maintenance of the property and for replacement/repairs of equipment and City property due to vandalism while unoccupied.

BACKGROUND

The Wastewater Management Division manages the residential property located at 6379 W. Central Avenue. This residence was acquired as part of the purchase of 80 acres of agricultural land on the southwest corner of West Central and east of South Bryan Avenues. The property was purchased to provide additional crop land for the reclamation of treated wastewater. The City terminated the rental contract of the former tenants on December 19, 2006. Three parties expressed interest in the property and two applications were received. The rental applications were evaluated, resulting in the selection of John Thompson and Nicole Phillips as joint tenants who have signed a one-year lease agreement to pay $1,000 per month (a total of $12,000 for the one-year lease) and a security deposit of $1,000. The term of the lease ends on March 15, 2008, and will continue thereafter on a month-to-month basis with the same provisions.

Categorical Exemption Environmental Assessment No. EA-07-04 for the property was issued on March 1, 2007. The Lease Agreement has been reviewed by the City Attorney's Office and it has been approved as to form.

FISCAL IMPACT

There will be anticipated gross lease revenue of $12,000 per year.

SAH/03/06/07

Attachment:
Lease Agreement

CITY OF FRESNO
CATEGORICAL EXEMPTION
ENVIRONMENTAL ASSESSMENT NO. EA-07-04

THE PROJECT DESCRIBED HEREIN IS DETERMINED TO BE CATEGORICALLY EXEMPT FROM THE PREPARATION OF ENVIRONMENTAL DOCUMENTS PURSUANT TO ARTICLE 19 OF THE STATE CEQA GUIDELINES.

APPLICANT: Fresno Public Utilities Department
Regional Wastewater Reclamation Facility
5607 West Jensen Avenue
Fresno, California 93706

PROJECT LOCATION: Southeast corner of West Central Avenue and the South Bryan Avenue alignment.
(APN 327-040-31T)

PROJECT DESCRIPTION: The Fresno Public Utilities Department is proposing to lease an existing single family dwelling located on an 1.2 acre lot agricultural property at the location noted above and as shown on the attached exhibit. Based on a review of the proposed project the proposed use is consistent with the land use and circulation elements of the 2025 Fresno General Plan.

This project is exempt under Section 15301(c)/Class 1 of the California Environmental Quality Act (CEQA) Guidelines.

EXPLANATION: Under the Section 15301(c)/Class 1 exemption, the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public structures or facilities,., involving no expansion of use beyond that existing at this time, are exempt from CEQA requirements. The proposed operation of the above-described property meets the criteria noted above.

Date: March 1, 2007

Prepared By: Andrew Munn, Planner

Submitted by:

Darrell Unruh
Planning Manager
City of Fresno
Planning and Development Department
(559) 621-8277

FILED
MAR 0 1 2007
FRESNO COUNTY CLERK
By _____
DEPUTY

RECORDED AT THE REQUEST OF
AND WHEN RECORDED RETURN TO:

City of Fresno
Department of Public Utilities
5607 W. Jensen Avenue
Fresno, CA 93706
Attention: Manager

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

This Rental Agreement is recorded at the request and for the benefit of the City of Fresno and is exempt from the payment of a recording fee pursuant to Government Code Section 6103.

CITY OF FRESNO

By: [_____]
Name: [_____]
Title: [_____]

RENTAL AGREEMENT

BETWEEN

CITY OF FRESNO, a municipal corporation

And

John Thompson and Nicole Phillips

Regarding

Regional Wastewater Reclamation Facility Residential Property

Located At

6379 W. Central Avenue, Fresno, CA 93706

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ARTICLE I
PREAMBLE

1. This Lease is entered into on March 15, 2007 by and between the City of Fresno, a California municipal corporation, (hereafter referred to as "Landlord"), and John Thompson an individual and Nicole Phillips an individual, jointly and severally (hereafter collectively referred to as "Tenant"). Landlord hereby leases to Tenant the single-family house located at 6379 W. Central Avenue, Fresno CA 93706 (hereafter referred to as "Leased Premises.")

ARTICLE II
TERM

1. This Lease shall be for a term of one (1) year commencing at 12:01 A.M. on March 15, 2007 and ending at 12:01 A.M. on March 15, 2008 unless sooner terminated under the provisions of this Lease, and provided that Landlord may at any time terminate this Lease upon 90 days prior written notice if impending development or public purposes require that Landlord regain possession of the Leased Premises, as determined solely in Landlord's discretion.

2. In the event Tenant shall remain in possession of the Leased Premises or any part thereof, after the expiration of this Lease, and thus hold over the term hereof, with or without the written consent of Landlord, such holding over occupancy shall be a tenancy from month to month only, terminable by either party hereto upon service of a minimum of thirty (30) days advance written notice upon the other party.

3. During any such holding over period, Tenant agrees to pay and shall pay to Landlord monthly rental, fees, and charges for the Leased Premises, at the rate in effect at the time of the commencement of the hold over.

4. Except as otherwise specifically provided within this Article, any such holding over shall be subject to all the terms, covenants, conditions, restrictions, reservations, prohibitions, warranties, agreements, and provisions of this Agreement applicable to a month to month tenancy.

ARTICLE III
RENT

1. Tenant agrees to pay to Landlord as rent for the use and occupancy of the Leased Premises the sum of one thousand dollars ($ 1000.00) per month. The rent is payable in advance on or before the fifteenth day of each month, commencing on March 15, 2007, at the address specified in this Lease for the service of notices on Landlord or at any other place designated by Landlord in a written notice served on Tenant. Landlord acknowledges receipt of the sum of $ 500.00 as the prorated 15 days of first month's rent.

ARTICLE IV
SECURITY DEPOSIT

1. On execution of this Lease, Tenant shall deposit with Landlord, in addition to the prorated first month's rent of $ 500.00, a security deposit of $ 1000.00. Landlord will hold this security deposit for the faithful performance by Tenant of his/her obligations under this Lease

and for the cleaning and repairing of the Leased Premises after surrender by Tenant. Landlord agrees to hold the security deposit for Tenant, free from the claim of any creditor of Landlord. Before the end of the Lease term, Landlord will notify Tenant of Tenant's right to request an initial inspection of the premises. On Tenant's request, and no earlier than two weeks before the end of Lease date, Landlord will make an initial inspection of the premises and provide Tenant with an itemized statement specifying the repairs and cleaning proposed to be deducted from the security. Tenant will have the opportunity to remedy the identified deficiencies before the end of Lease date to avoid the deductions from the security. Landlord will return to Tenant the full amount of the deposit within 21 calendar days after Tenant has vacated the Leased Premises, less any amounts that are reasonably necessary to remedy any defaults in the payment of rent by Tenant, to repair damages to the Leased Premises caused by Tenant or Tenant's guests other than ordinary wear and tear, and to clean the Leased Premises. At the time Landlord returns the deposit to Tenant, Landlord will furnish Tenant with an itemized written statement of the amount of the security deposit received, the charges made by Landlord against the security deposit, and the disposition made or to be made of the security deposit.

ARTICLE V
LATE FEE

1. Should any installment of rental fees accruing to Lessor under the provisions of this Lease not be received by Lessor within ten (10) calendar days after such shall be due, a late payment charge equal to one and one half percent (1.5%) of the overdue amount shall be added thereto and constituting a part thereof shall be assessed by Lessor as rent each and every day until the entire delinquent amount is received by Lessor.

ARTICLE VI
UTILITIES AND TAXES

1. Tenant agrees to pay all charges for all utilities, including electricity, gas, water, garbage disposal, and telephones, used in or on the Leased Premises during the term of this Lease. Tenant shall make payments for these utilities directly to the utility companies.

2. Landlord agrees to pay any possessory tax during the life of this AGREEMENT

ARTICLE VII
OCCUPANCY OF LEASED PREMISES

1. Except as otherwise provided in this paragraph, only those persons collectively referred to in this Lease as "Tenant" (and their minor children) will occupy the Leased Premises. The persons collectively referred to as "Tenant" shall execute this Lease. It is expressly understood that this Lease is between Landlord and each Tenant signatory individually and severally. In the event of default by any one signatory, the remaining signatory shall be responsible for timely payment of rent and all other provisions of this Lease. Tenant may have up to two guests on the Leased Premises at any one time. A person shall be considered a "guest" for these purposes if he or she occupies the Leased Premises for 20 or fewer consecutive days *or* for a total of fewer than 30 calendar days in a year. No other person shall be permitted to occupy the Leased Premises except with the prior written approval of Landlord.

ARTICLE VIII
USE OF LEASED PREMISES

1. Tenant agrees that the Leased Premises are to be used exclusively as a single-family residence. Tenant must obtain Landlord's prior written consent before keeping pets (or permitting pets to be kept) on the Leased Premises. Tenant shall not do or permit anything to be done in or about the Leased Premises that will in any way obstruct or interfere with the rights of occupants of neighboring buildings or injure or annoy them or use or allow the Leased Premises to be used for any improper, unlawful, or objectionable purpose. Tenant shall not cause, maintain, or permit any nuisance in, on, or about the Leased Premises, or commit any waste in or on the Leased Premises. Further, Tenant shall not do or permit anything to be done in or about the Leased Premises or bring or keep anything in the Leased Premises that will in any way increase the existing rate of or affect any fire or other insurance on the house or any of its contents, or cause a cancellation of any insurance policy covering the house or any part of it or any of its contents. Finally, Tenant shall not put the Leased Premises to any use that violates local zoning ordinances or any other law applicable to the Leased Premises.

ARTICLE IX
CONDITION OF LEASED PREMISES

1. The rights and responsibilities of Landlord and Tenant relating to the condition of the Leased Premises are as follows:

(a) Landlord will, at Landlord's own cost and expense, and subject to the provisions of the Lease, put and maintain the Leased Premises in a safe and sanitary condition and shall comply with all laws, ordinances, and regulations pertaining to the condition of the Leased Premises. Tenant shall remedy, at Tenant's own cost and expense, any deteriorations of or injuries to the Leased Premises occasioned by Tenant's lack of ordinary care.

(b) Tenant acknowledges that he/she has inspected the Leased Premises, including all furnishings, fixtures, appliances, and other personal property subject to this Lease, or specifies other inspected fixtures, etc.] and agrees that they are in satisfactory condition and good working order, except as may be noted by Tenant on the "Inspection Sheet" attached to this Lease and hereby incorporated by reference.

ARTICLE X
INSURANCE

1. Throughout the life of this Lease, Tenant shall pay for and maintain in full force and effect all policies of insurance required hereunder with an insurance company(s) either (i) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A-VII" in Bests Insurance Rating Guide; or (ii) authorized by Landlord's Risk Manager. The following policies of insurance are required:

(i) PERSONAL LIABILITY insurance that includes coverage for bodily injury and property damage with combined single limits of not less than $300,000 per occurrence.

(ii) WORKERS' COMPENSATION insurance as required under the California Labor Code.

2. The above described policy (ies) of insurance shall be endorsed to provide an unrestricted 30-day written notice in favor of Landlord in the event of cancellation of policy, or change, or reduction of coverage. In the event any policy is due to expire during the term of this Lease, Tenant shall provide a new certificate evidencing renewal of such policy not less than fifteen (15) days prior to the expiration date of the expiring policy. Upon issuance by the insurer, broker, or agent of a notice of cancellation, change or reduction in coverage, Tenant shall file with Landlord a certified copy of the new or renewal policy and certificates for such policy.

3. The liability insurance policies shall be written on an occurrence form and shall name Landlord, its officials, officers, agents, employees and volunteers as an additional insured. Such policies of insurance shall be endorsed so Tenant's insurance shall be primary without rights of subrogation and no contribution shall be required of Landlord. Tenant shall furnish Landlord with the certificate and applicable endorsements for all required insurance prior to Landlord's execution of the Lease. Tenant shall furnish Landlord with copies of the actual policy upon the request of Landlord's Risk Manager and this obligation shall survive termination or expiration of this Lease.

4. If the Tenant should sublet (to the extent authorized hereunder) all or any portion of the Leased Premises, the Tenant shall require each subtenant to comply with all the requirements of this Article.

5. Any failure to maintain the required insurance shall be sufficient cause for Landlord to terminate this Lease.

ARTICLE XI
ALTERATIONS AND REPAIRS BY TENANT

1. The parties agree that the following provisions govern all alterations and repairs of the Leased Premises by Tenant:

(a) Tenant shall make no alterations to the Leased Premises without the prior written consent of Landlord. Any alteration made to the Leased Premises by Tenant shall be at Tenant's sole cost after that consent has been given, and any fixtures installed as a part of that work, will at Landlord's option become the Landlord's property on the expiration or earlier termination of this Lease, provided, however, that Landlord shall have the right to require Tenant to remove any fixtures at Tenant's cost on termination of this Lease.

(b) Tenant is responsible for the first $50/mo. for repairs to Leased Premises, unless repairs are due to Tenant's negligence in which case the Tenant is responsible for all repairs. Landlord shall be responsible for all other repairs to the Leased Premises. Tenant shall notify Landlord of any conditions on the Leased Premises that require repairs by Landlord.

2. If Landlord fails to repair or arrange for the repair of the condition within a reasonable time (not exceeding 30 days), Tenant may make the repairs or arrange for them to be made and deduct the cost of the repairs, provided Tenant does not deduct more than the equivalent of one month's rent.

3. Should Tenant fail or be unable to promptly effect any such repairs, Landlord shall have the right to make such repairs, and Tenant agrees to reimburse Landlord for all reasonable costs of such repairs, including reasonable administrative costs.

ARTICLE XII
ENTRY BY LANDLORD

1. Landlord may enter the Leased Premises only under any one of the following circumstances:

(a) In case of emergency.

(b) To make necessary or agreed repairs, decorations, alterations, or improvements; supply necessary or agreed services; or exhibit the Leased Premises to prospective or actual purchasers, mortgagees, tenants, workers, or contractors.

(c) If Tenant abandons or surrenders the Leased Premises.

(d) Pursuant to court order.

2. Landlord will give Tenant at least 24 hours' notice of Landlord's intent to enter unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the Leased Premises, or (3) it is impracticable to do so. Further, Landlord will enter only during normal business hours unless (1) an emergency exists, (2) Tenant has abandoned or surrendered the Leased Premises, or (3) Tenant consents, at the time of an entry that is not during normal business hours, to the entry.

ARTICLE XIII
LOCKS AND KEYS

1. Tenant may not change or add any lock to the Leased Premises without obtaining Landlord's prior written consent and without providing Landlord with a key to the changed or added lock.

ARTICLE XIV
ASSIGNMENT AND SUBLETTING

1. Tenant may assign this Lease or sublet all or any portion of the Leased Premises, provided Tenant first obtains the written consent of Landlord. [Landlord's consent to any assignment or subletting shall not be arbitrarily or unreasonably withheld.] The consent of Landlord to any one assignment or subletting shall not be deemed to be consent by Landlord to any subsequent assignment or subletting. Any assignment or subletting without Landlord's prior written consent shall be void and shall, at Landlord's option, terminate this Lease.

ARTICLE XV
DEFAULT BY TENANT

1. Landlord and Tenant agree that every condition, covenant, and provision of this Lease is material and reasonable. Any breach by Tenant of a condition, covenant, or provision of this Lease will constitute a material breach. For any material breach by Tenant, Landlord may provide Tenant with a written three-day notice that describes the breach and demands that Tenant cure the default (if a cure is possible). If Tenant does not cure the default within the three days, or if a cure is not possible, this Lease will be terminated. Termination of this Lease for a breach by Tenant will not occur unless the events described in this paragraph occur.

2. Upon any termination of this Lease, Tenant shall have no right(s), title or interest in or to the Leased Premises and Tenant shall peaceably and quietly discontinue use of the Leased Premises and quit and deliver up such to Landlord. At Landlord's option and to the extent allowed by law, the Leased Premises may be left in the condition which exists at the time of the termination of this Lease, or Landlord may reasonably require Tenant to return the Leased Premises to the condition as when received, ordinary wear and tear excepted. In the event Tenant fails, upon Landlord's request, to so return the Leased Premises to Landlord in the condition as when received, Landlord shall, upon giving written notice to Tenant, have the right to make all necessary restoration and invoice Tenant for all related costs incurred. Tenant agrees to pay, upon demand, such reasonable charges billed by Landlord pursuant to this subsection. The provisions of this Section shall survive termination of this Lease.

ARTICLE XVI
CUMULATIVE REMEDIES

1. Each right and remedy of Landlord now or hereafter existing at law, in equity, by statute or otherwise shall be cumulative and shall not preclude Landlord from exercising any other rights or from pursuing any other remedies provided for in this Lease or now or hereafter available to Landlord under the laws or judicial decisions of the State of California.

ARTICLE XVII
INDEMNIFICATION

1. Tenant shall indemnify, hold harmless and defend Landlord and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by Tenant, Landlord or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen out of Tenant's occupation and use of the Lease Premises. Tenant's obligations under this paragraph shall not include any claims, costs, damages, demands, or liability caused solely from Landlord's willful misconduct or grossly negligent acts or omissions.

2. If the Tenant should sublet (to the extent authorized hereunder) all or any portion of the Leased Premises, the Tenant shall require each subtenant to comply with all the requirements of this paragraph.

3. This Article shall survive termination or expiration of this Lease.

ARTICLE XVIII
NOTICES

1. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this Lease or by law to be served on or given to either party to this Lease by the other party shall be in writing and shall be deemed to be served when personally delivered to the party to whom the notice is directed or, in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed to Tenant at 6379 W. Central Avenue, Fresno CA 93706, or to Landlord at 5607 W. Jensen Avenue, Fresno, CA 93706. Either party to this Lease may change his *or* her address for purposes of this paragraph by giving written notice of the change to the other party in the manner provided in this paragraph.

ARTICLE XIX
WAIVER

1. The waiver by Landlord of any breach by Tenant of any of the provisions of this Lease shall not constitute a continuing waiver or a waiver of any subsequent breach by Tenant either of the same or of another provision of this Lease. Landlord's acceptance of rent following a breach by Tenant of any provision of this Lease, with or without Landlord's knowledge of the breach, will not be deemed to be a waiver of Landlord's right to enforce any provision of this Lease.

ARTICLE XX
NONDISCRIMINATION

1. The Tenant herein covenants by and for himself, his heirs, executors, administrators, and assigns, and all persons claiming under or through Tenant, and this Lease is made and accepted upon and subject to the following conditions: That there will be no discrimination against or segregation of any person or group of person, on account of faith, color, creed, national origin, or ancestry, in the leasing, subleasing, transferring, use occupancy, tenure, or enjoyment of the Leased Premises herein leased nor will the Tenant, or any person claiming under or through Tenant, establish or permit any such practice or practices of discrimination or segregation.

ARTICLE XXI
ESTOPPEL CERTIFICATE

1. Tenant agrees to sign and deliver to Landlord an estoppels certificate, in a form provided by Landlord, within three days of receipt. The estoppels certificate acknowledges that (1) this Lease is in full force and effect and is unmodified (except as specifically set forth), and (2) Tenant has no claims against Landlord (except as specifically set forth). Failure to comply with this requirement shall be deemed to be an acknowledgment by Tenant that the facts set forth in the estoppels certificate are true, and may be relied on by a purchaser or lender.

ARTICLE XXII
ATTORNEYS' FEES

1. If any legal action or proceeding arising out of or relating to this Lease is brought by either party to this Lease, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

ARTICLE XXIII
BINDING ON HEIRS AND SUCCESSORS

1. This Lease shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of Landlord and Tenant; provided, however, that nothing in this paragraph shall be construed as consent by Landlord to any assignment of this Lease or any interest in it by Tenant.

ARTICLE XXIV
COMPLIANCE WITH LAWS

1. Tenant agrees that, at all times hereunder, Tenant shall comply with and conform to all current and future federal, state and local laws, regulations, ordinances and rules applicable to this Lease, and to all orders of any governmental agency which shall be applicable to the Leased Premises. Nothing herein shall be construed to be a limitation upon Landlord's police power.

ARTICLE XXV
TIME OF ESSENCE

1. Time is expressly declared to be of the essence in this Lease.

ARTICLE XXVI
SOLE AND ONLY AGREEMENT

1. This instrument is the full, complete, sole, final, and exclusive agreement of the parties concerning the matters covered by this agreement and the rights granted and duties undertaken as between the parties. There is no other agreement between the parties respecting the subject matter of this agreement or the rights, duties, promises, and undertakings of the parties. Any statement, representation, promise, or undertaking made prior to or contemporaneously with the execution of this agreement shall be void and of no effect, or to be held to have merged or been superseded by the terms and conditions of this agreement. Any statement, promise, or representation made to or by any party, or made to or by an employee, attorney, servant, agent or representative of any party, respecting the matters set forth in this agreement shall not be valid or binding as to these parties unless it is specifically contained in this agreement. Any oral representation, modification, or change concerning this agreement, or the terms or conditions of this agreement, shall be of no force and effect, except for a subsequent modification being reduced to a writing and signed by the parties to this agreement.

ARTICLE XXVII
COUNTERPARTS

1. This Lease may be executed in any number of counterparts and any party may execute any counterpart, each of which when executed and delivered will be deemed to be an original and all of which counterparts taken together will be deemed to be but one and the same instrument. The execution of this Lease by any party hereto will not become effective until counterparts hereof have been executed by all parties hereto.

///
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Executed on _____ [*date*], at _____ [*city*], _____ [*county*], California.

LANDLORD:
CITY OF FRESNO

By: _____
Stephen A. Hogg
Title: Assistant Public Utilities Director
Wastewater Management

Date: _____

TENANT:

By: _____
John Thompson

_____
Nicole Phillips

Date: 3/1/07

Address of Tenant
6379 W. Central Ave.
Fresno, CA 93706

ATTEST
REBECCA E. KLISCH
CITY CLERK

By: _____
(Deputy)

APPROVED AS TO FORM:
JAMES C. SANCHEZ
CITY ATTORNEY

By: _____
(Deputy)

Attachment: Inspection/Inventory Sheet

RENTAL PROPERTY INVENTORY AND CONDITION FORM

INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:

_____

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

A. Exterior Items	Move-In Comments	Move-Out Comments
Mailbox		
Fences & Gates		
Pool/Spa & Equip.		
Lawn, Trees & Shrubs		
Roof & Gutters		
Siding & Paint Drive		
Front Door		
Door Knob & Lock		
Weatherstripping		
Light/Bulb		
Door Bell		
Back Door		
Door Knob & Lock		
Weatherstripping		
Door Light/Bulb		
Patio Door		
Door Knob & Lock		
Weatherstripping		
Door Light/Bulb		
Water Shut-Off Valve Located? _____ yes _____ no		
Other		

B. Garage	Move-In Comments	Move-Out Comments
Ceilings & Walls		
Floor		
Auto Door Opener		
Safety Reversal		
Remotes		
Garage Doors		
Exterior Doors & Stops		
Storage Room		
Other		

C. Entry	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Widow Latches		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

G. Halls	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

H. Family Room	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace Other		

I. Master Bedroom (1)	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Lights & Ceiling Fans		
Windows & Screens		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Other		

J. Master Bathroom (1)	Move-In Comments	Move-Out Comments
Ceiling & Walls		
Paint & Wallpaper		
Doors & Door Stops		
Door Locks & Knobs		
Flooring		
Light Fixtures		
Windows & Screens		
Widow Latches		
Drapes/Blinds/Shutters		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets & Handles		
Countertops		
Sinks & Faucets		
Tub/Shower & Faucets		
Toilet		
Heaters/Exhaust Fans		
Towel Fixtures		
Other		