



## Buchanan Housing, Inc.

---

---

### Rental Agreement

This rental agreement is between Buchanan Housing, Inc. and \_\_\_\_\_ and applies to property owned by the Buchanan Housing, Inc. located at \_\_\_\_\_, IA \_\_\_\_\_.

This agreement shall be in effect from \_\_\_\_\_, 2016 through December 31, 2016.

I, the undersigned tenant, do hereby agree to the following conditions:

1. Option 1: Rent will be paid by the month, on the first day of each month, Send by mail to Buchanan Housing, Inc., at the following address: Buchanan Housing, Inc., Attention: Tami or Glen, 324 1st St E., Independence, IA 50644.  
Option 2: You have the option to have your rent deducted from your account electronically and will be automatically withdrawn monthly, on the fifth day of each month or the first business day following if the 5th falls on a weekend or holiday. First month's rent must be paid before moving into the apartment.
2. All tenants must pay a deposit equal to the cost of one month's rent, payable before moving into the apartment. If tenant is unable to pay the full deposit, a letter must be written to the Board requesting permission to pay in installments, each case will be reviewed individually. The deposit will be returned only if a written 30-day notice is given with a valid forwarding address to the landlord in advance of moving from the unit and the unit is left in suitable condition passing an inspection by a Housing Board member.
3. Rent is \$400.00 a month, per person \* for a 2-bedroom apartment.
4. Utilities except electricity, gas, water, sewer, & garbage are to be paid by the tenant. Tenants must keep windows and doors closed when operating heat or air conditioner.
5. No pets of any kind are allowed in the apartment or grounds without a written request, which is approved by the Housing Board of Directors.
6. There is no smoking permitted by anyone inside the building.
7. The Following Items are the responsibility of the tenant:
  - Mowing & snow removal
  - Replacement of all light bulbs
  - Replacement of smoke alarm batteries. Smoke alarms must be operational at all times.
  - Plugged toilets
  - Plugged drains
  - Plugged garbage disposals
  - Cleaning and sanitation of apartments, including windows, carpets, and floors

- Kitchen appliances and furniture belonging to Buchanan Housing, Inc. must be kept clean and in satisfactory condition.
8. Maintenance: The Housing Board will order all maintenance. Any tenant requesting maintenance automatically approves maintenance staff and/or housing board members to enter the apartment. Any maintenance required because of tenant negligence or misuse will be billed to the tenant at actual costs
  9. Inspection: Buchanan Housing, Inc. reserves the right to enter the apartment at any time with at least one-hour notice to make a general inspection.
  10. No changes shall be made to the apartment's physical structure without prior approval by the Board.
  11. Insurance: Personal items belonging to the tenant are their own responsibility in case of fire, theft, or other natural disaster. Accidents or mishaps and the consequences of such occurrences are the responsibility of the tenant.
  12. This lease is designed to house the tenant who has signed below only.
  13. Any unlawful disturbance or activity will be grounds for eviction.

This agreement signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Landlord \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name

Tenant \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name

Legal Guardian \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Printed Name

I am willing to have a suitable roommate. \_\_\_\_\_ Yes \_\_\_\_\_ No

\* If the tenant wishes to be alone, the rent will be \$800.00 a month. Otherwise the tenant must actively work with the Housing Board to obtain a roommate of his or her choice.