



**ROYAL PALM**  
PROPERTY MANAGEMENT

**TENANT MANUAL**



# Tenant Handbook

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## ROYAL PALM PROPERTY MANAGEMENT WELCOMES YOU

Royal Palm Property Management welcomes you as a new resident. RPPM is an abbreviation used in lieu of the full company name, Royal Palm Property Management and is used throughout this Handbook.

To achieve a successful tenant/management relationship, we prepared the RPPM Tenant Handbook to assist you with your tenancy. We recommend that you keep it in a convenient location so that you can refer to it easily.

You will find maintenance guidelines, rental payment instructions, general information, safety tips, vacation guidelines, emergency instructions, holiday tips, and more.

We have also included forms for you to use when necessary. RPPM wants you to be prepared throughout your tenancy. Therefore, we want to provide important information and documents that you may need in the future.

The owner of the property has retained Royal Palm Property Management (RPPM) as their Property Management Company and representative to manage the property you are renting. Therefore, you need to contact RPPM when you need assistance and we have listed how on pages 5 and 6.

If you have questions or concerns on any of the information contained in this documentation, contact our office at any time. RPPM is here to help you.

**We wish you a successful and enjoyable tenancy in your new residence.**



## RPPM PERSONNEL

We have a complete staff to assist you. RPPM has found “Management Teams” effective for assisting tenants during their residency. You should know your team at this time, but if you need more information, contact us for more information.

- **Management Team:** RPPM has assigned a management team to your account, consisting of a Property Manager and Assistant Property Manager. They concentrate on assisting you with all the details of your tenancy. Contact them to answer your questions.
- **Office Team:** RPPM requests that you contact the Management Team regarding questions concerning Tenant issues. However, the RPPM office team is available to assist you in verifying receipt of rent, any necessary forms, and basic information if your Management Team is not available.
- **Sales Team:** RPPM also has a sales team that can assist you with Real Estate sales, buying or selling. The sales team is experienced and licensed Real Estate agents.

Team	Position	Name	Phone + Ext.	Email
Mgmt. Team	Property Manager	Heather Hosmer	239-233-2116 Ext 106	Office@royalpalmpm.com
Office Team	Office Manager	Charlie Galvin	239-223-2116 Ext 104	Manager@royalpalmpm.com
Leasing Dept	Leasing Manager	Lorena Franco	239-223-2116 Ext 103	Leasing@royalpalmpm.com
Administration	Administrator	Ulises De Lira	239-223-2116 Ext 105	Admid@royalpalmpm.com
Information	Rental Information	Michelle Espinosa	239-223-2116 Ext 102	Info@royalpalmpm.com
Maintenance	After hours	Michael Muse	239-223-2116 Option 5	repairs@royalpalmpm.com
Sales Team	Real Estate Specialist	Reva Soud	239-849-7274	reva@thesimonelligroup.com
	Real Estate Specialist	Yvonne Gallegos	863-517-1500	yvonne@thesimonelligroup.com

	Real Estate Specialist	Heather Hosmer	239-350-0297	Office@royalpalmpm.com
	Real Estate Specialist	S Charlie Galvin	239-247-9178	Manager@royalpalmpm.com
	Real Estate Broker	Ashley Simonelli	239-691-0810	thesimonelligroup@gmail.com

## TENANT COMMUNICATION

On the next page, we have provided general office information, and we have just covered the RPPM teams on the previous page. Communication makes a difference in any area of life, and it can only enhance your tenancy by letting RPPM know what you need.

Use the telephone, email, the RPPM website email access, or written correspondence to contact us. What is important is that you DO contact us when you need assistance. Remember RPPM is here to help you

### Telephone calls during office hours

During office hours, listed on page 5, there is normally a live person to answer your call. Please state the reason for your call, so that someone can assist you, or direct your call to the right party. Your management team may not be available or in the office, and one of the office team members may be able to help you with your request.

### Voicemail

If, during the day you reach our voice mail system, use the extension number for the party you are trying to reach, and if they are not available, leave a message, complete with your name and the telephone numbers where RPPM can reach you, both day and evening. Someone will return your call. The benefit of a voice mail system is the ability to leave a message twenty-four hours a day, seven days a week.

### After hours calls

Of course, the voice mail system will take all messages after hours (please refer to the hours on the next page).

### Emergency calls

During normal office hours, immediately state if you have an emergency. If you reach the RPPM voice mail system during office hours, or after the office is closed, immediately choose the emergency option, #5.

## Maintenance requests

Please remember that all Work Orders must be in writing, unless it is an emergency. This is in your rental agreement. You can access a work order online at the RPPM website [www.royalpalmpm.com](http://www.royalpalmpm.com), at the RPPM office, and in this tenant handbook.

It is important that you notify RPPM of any changes in telephone, fax, cell numbers, or email. An information change form is located in this handbook as well.

## Email

Email is a great way to communicate and we request that you send your email address to **office@royalpalmpm.com**. RPPM will put your email address in our database. This enables your management team to contact you quickly and efficiently, and when needed, send you important information. In addition, you will receive our company email newsletter.

Please note that although communication by email is encouraged, RPPM does not accept notices to vacate by email. You can access and submit your Notice to Vacate form by using this link <https://www.royalpalmpm.com/notice-to-vacate>

## Website

The RPPM website, [royalpalmpm.com](http://royalpalmpm.com), contains important information for tenants. Visit it regularly to use the Tenant services. There, you can easily download a work order request and RPPM has posted their tenant newsletter, on the site. You can also send emails to RPPM directly from the Tenant Portal and the website under the “contact us” page.

## GENERAL OFFICE INFORMATION

### Address Information

Mailing Address PO Box 07128 Fort Myers FL 33919.  
Street Address 813 Lake McGregor Dr Fort Myers, FL 33919.

### Telephone

Office (239) 223-2116

### Internet

Email [office@royalpalmpm.com](mailto:office@royalpalmpm.com)  
Website [www.royalpalmpm.com](http://www.royalpalmpm.com)

### Office Hours

Monday- Friday 9am to 5pm	By Appointment Only
Saturday & Sunday	Closed

### Emergency Information

(239) 223-2116 Option 5      Maintenance After Hours

## PROTECT YOUR RENTAL AND CREDIT HISTORY

Some day you will eventually move out of the property. It is important that during your residency, you care for your rental history and credit. Most likely, you will either rent again or purchase a home. In either case, you will need good rental references and a good credit report. Avoid late rent payments, care for the property, and move out properly. Give RPPM the pleasure of being able to provide a good reference for you when you vacate the property.

### Rental/lease agreement

You received a copy of your rental/lease agreement, including maintenance instructions, move in checklist, and any other necessary documentation. We recommend that you keep this paperwork with this Handbook for easy reference. Please always remember a rental/lease agreement is a binding agreement. If you have any questions regarding your lease, please call your RPPM management team.

### Resident benefit Package

The Resident Benefits Package is **included** with **ALL** lease agreements under Royal Palm Property Management.

- The Resident Benefits Package will apply to all homes and tenants under the Royal Palm Property Management Master Policy. Tenants may opt-out of the insurance portion of this program by showing proof of Renter's Insurance with coverage of at least \$20,000.00, and naming Royal Palm Property Management as **ADDITIONALLY INSURED** for a cost difference savings of \$13.00 per month.
- Resident Benefits Package is **REQUIRED** with all lease agreements with Royal Palm Property Management. There is no Opt-Out of this program. Resident Benefits Packages will be billed as one charge on a monthly basis that includes the insurance benefit and payment/service benefits.
- Residents will be named as Additionally Insured under Royal Palm's Master Insurance Policy. Residents will be responsible for any charged deductibles of \$500 per incident for claims.
- Payment must be received by Royal Palm no later than the 1st of the month.

## Resident

# Benefit Package

## \$45 a month

This package includes but is not limited to:



### Resident Liability Insurance:

The insurance applies up to \$100,000; any amount in excess of \$100,000 remains subject to the lease agreement.

Coverage limits are as follows:

- Liability Limits - \$100,000.00
- Tenant Personal Contents - \$20,000.00
- Deductible - \$500.00 \*\*

The insurance only waives your liability to the property and does not waive your liability to any third parties.

**Filter Delivery Program:** HVAC filters will be delivered to the property approximately every 90 days under the Filter Delivery Program. Tenant shall properly install the filter that is provided within two (2) days of receipt.

**Home Buying Assistance:** If you decide to purchase a home after renting with us, we will assist you in search and negotiation of terms on your new home with professional Buyers Agent representation through our sales division, The Simonelli Real Estate Group.

**Tenant Portal:** Access all your leasing documents, account balances, payment history, insurance data, pay rent, and more at anytime.

**Utility Concierge Service:** Citizen Home Solutions is a third-party service coordinator that will start utilities including water, electricity, gas, and internet/cable/satellite service on your behalf.

**One Time Waiver of late fee:** Life can get hectic sometimes and a small oversight financially can cause big problems. We understand things happen so we will waive one initial late fee\*\*\* for the entire tenancy not including the move-in funds.

**PLEASE NOTE THAT ALL SERVICES AND BENEFITS IN THE RESIDENT BENEFIT PACKAGE WILL BE CANCELLED IMMEDIATELY UPON TERMINATION OF MANAGEMENT AGREEMENT.**

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Resident Benefits Package is **REQUIRED** with **ALL** lease agreements with Royal Palm Property Management. There is no Opt-Out of this program. Resident Benefits Packages will be billed as one charge on a monthly basis that includes the insurance benefit and payment/service benefits. Residents will be named as Additionally Insured under Royal Palm's Master Insurance Policy. Residents will be responsible for any charged deductibles of \$500 per incident for claims. **Florida:** Any person who knowingly and with intent to injure, defraud or deceive any user, makes a claim for proceeds of an insurance policy, containing false, incomplete or misleading information is guilty of a felony.



# Resident Benefit Package

## \$45 a month



Included with ALL lease agreements under Royal Palm Property Management is the Resident Benefits Package. Tenants will be named as Additionally Insured under the Royal Palm Property Management Master Insurance Policy. Tenants would be responsible for any charged deductibles of \$500 per incident for claims. These features are included for \$45.00 per month

**\$100,000 Tenant Liability Insurance Coverage Provided Under the Royal Palm Property Management Master Policy.**

Benefit: Tenants are covered under the Royal Palm Property Management master policy for \$100,000 in liability.

**\$20,000 Renter's Content Coverage Provided Under the Royal Palm Property Management Master Policy.**

Benefit: Tenants are covered under the Royal Palm Property Management master policy for \$20,000 in renter's content coverage

**\$10,000 Renter's Bodily Injury Coverage Provided Under the Royal Palm Property Management Master Policy**

Benefit: Tenants are covered under the Royal Palm Property Management master policy for \$10,000 in bodily injury.

**In the event of a claim:**

Tenants are instructed to contact Royal Palm Property Management for claim submission.

**Deductible:**

Royal Palm Property Management carries a \$500 deductible which will be applied to any claims.

**No Additional Charges for All Rental Payment Options to Include In-Person, ACH, or Check.**

Benefit: Tenants simply pay their rent plus the \$45.00 per month for an all-inclusive payment.

**Included Tenant Portal for Maintenance, Payment Options, and Electronic Statements.**

Benefit: Tenants have free access to our Tenant Portal to submit maintenance requests, pay online using all included payment options to include the automatic ACH option, and have access to electronic statements.

**24/7 Maintenance Hotline**

Benefit: Tenants can reach a live person after hours for emergency maintenance concerns.

**One Time Returned Payment Fee Forgiveness. (\$35.00)**

Benefit: Royal Palm Property Management will grant a one-time waiver of a returned ACH or Check payment fee.

## Resident

## Benefit Package

**\$45 a month**



## FREQUENTLY ASKED QUESTIONS

**Can I opt out of this *Resident Benefits Package*?** Yes – But only the Insurance Portion. Royal Palm Property Management is providing the ***Resident Benefits Package*** to all tenants. The included insurance coverage is under Royal Palm Property Management as a Master Policy and applied to each home under management. Tenants receive the benefits of the coverage without applications, credit checks, or billing.

**What if I have my own Renters Insurance coverage?** The ***Resident Benefits Package*** will apply to all homes and tenants under the Royal Palm Property Management Master Policy. **Tenants may opt-out of the insurance portion of this program by showing proof of Renter’s Insurance with coverage of at least \$20,000, and naming Royal Palm Property Management as *ADDITIONALLY INSURED* for a cost difference savings of \$13.00 per month.**

## Move-In Checklist

- **FIRST MONTH'S RENT & SECURITY DEPOSIT-** You must take care of paying your first month's rent, security deposit, and any unpaid application fees before we can hand over the keys for your property.
- **MOVE-IN DATE & INSPECTION-** Your move-in date and all inspection information will be provided at the lease signing.
- **UTILITIES-** Please place all utilities for your new home in your name immediately upon taking occupancy. Waiting too long to do this could result in you losing access to utilities. If this occurs, you will be responsible for restoring access and for paying any fees incurred.  
If you have not done so already, schedule utilities to be turned on or transferred into your name on your lease commencement date. Our FREE concierge Utility Service, Utility Connect, will be contacting you by phone to help you set up your utilities. This is a free service to assist you with connecting utilities, cable and internet according to your area. If you have not heard from Utility Connect go to our website at: [Click Here](#) to set up your utilities.  
It is your responsibility to ensure your power, water etc. have been connected to your name by the start date of your lease agreement. This will ensure you do not have any disruption of utility services when you move in.
- **Satellite Dish-** If you choose satellite services for your new residence we highly suggest you contact our satellite retailer Utility Connect at 786-320-7461 to ensure the installation is done correctly. We do not allow the satellite dishes to be installed on the roof or the side of the home. It must be on a pole mount, out of sight and in the backyard. By contacting Utility Connect they will make sure it gets installed correctly to help you avoid any fines or fees.

You can also find the Move-In Checklist located on our website by using this link

<https://www.royalpalmpm.com/move-checklist>

### Utility/Cable Companies

When you rent the property, RPPM cancels the utilities, in the owner's name, on the 1<sup>st</sup> day of your rental agreement. To avoid discontinuation of service, contact the utility companies immediately.

Once your application has been approved and your possession date is scheduled, you are responsible for contacting the utility companies to start service in your name on the date your tenancy begins. We offer a FREE Concierge service to our residents, please follow the link to easily find the best rates and connect to all essential utilities.

<http://myfreeconnection.com/royalpalmpropertymanagement>

Please watch this introductory video <https://youtu.be/3Rs5eLm4YKY>

## Rental payments

Rent is due on the first of each month and late if not received by the fifth. If you know that you will have a delay or problem paying by the due date, contact your management team immediately. Lack of communication can affect your payment record.

RPPM receives rental payments by:

- US mail
- At the RPPM office BY APPOINTMENT ONLY
- Pay Near Me
- By using ACH (Automated Clearing House) - this automatically takes your rental payment directly from your bank and deposits it into the RPPM bank, saving you time.

RPPM does NOT accept rental payments in:

- Cash
- Rolled coin
- Post-dated checks

## Fees/charges

- **Late fee** – the RPPM late fee is \$ **75.00** if rent is not received by the fifth.
- **Service fee** – the RPPM service fee is \$ **100**, if a notice to pay or quit is served because your rent is not received in a timely manner.
- **Maintenance charge** – RPPM will bill you if you have made an appointment with a vendor but failed to meet them at the scheduled time. If RPPM receives a service call billing, you are responsible for reimbursement.
- **Failing to Transfer or Connect Utilities Fee** - \$75 Assessed in the event Tenant fails to connect utilities in their name after taking Possession of the property. In addition, Tenant agrees to pay all prorated utility charges.
- **“Notice to Vacate” Eviction Posting Fee** - \$100 per occurrence. Assessed when rent is late, and RPPM has to physically deliver or post Notice to Vacate at the property. Landlord reserves right to seek all reasonable and necessary pre-litigation and litigation costs to evict tenant, including attorney’s fees
- **Certified Letter Fee** - \$75 per occurrence. Assessed for any occasion Tenant is sent a certified letter for negative reasons. Examples are a pending eviction, an unauthorized pet, failure to respond to email and telephone correspondence from RPPM; or any other lease violation.
- **After-Hours Maintenance Fee** - \$75 per occurrence. Assessed in the event an after-hours visit is required for a routine service call. We understand that tenants have careers and can only be home at certain times after work or on the weekends the same applies to RPPM. It is the policy of RPPM not to perform any work on a property on behalf of the tenant without the tenant being home to allow for access to the home. We feel this will avoid issues of any uneasy feelings of key security. This fee does not apply to emergency calls such as HVAC or water issues.
- **Failure to Grant Access to the Premises Fee** - \$75 per occurrence. Assessed in the event Landlord or Landlord’s agents are denied or are not able to access the property for any

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reason: Pets, Deadbolt left lock, Security System Armed, Etc.

- **HOA & Lease Violation Administration Fee** - \$75 per occurrence. Assessed each time the homeowner or RPPM receives a letter for rule enforcement from the Homeowner's Association (HOA), and/or Tenant has violated a condition of the lease agreement. This fee is in addition to any fine charged by the Homeowner's Association. Such fine is also Tenant's responsibility. The most common examples are: the lawn needing to be mowed and edged (tenant responsibility), the garbage cans left in sight from the street on non-garbage pickup days, unauthorized boats or trailers parked in the driveway or on the street, A/C filters not being changed monthly, unauthorized pet on the property, unauthorized trampolines, etc. If RPPM must re-inspect property for a Tenant's lease violation, Tenant will also be charged a \$65 inspection fee per occurrence.
- **Rental Verification Fee** - \$25 per occurrence. Assessed when the Landlord responds to any requests for Tenant's rental and/or payment history made from a mortgage company or another prospective landlord. The landlord is not obligated to respond to any such requests until Tenant has given notice of termination of this Lease and Tenant is not in breach of this Lease.
- **Processing Fee for Lease Modifications** - \$75 per occurrence. Assessed when Tenant seeks an administrative action that will cause their lease agreement to be modified. Examples include: If a resident would like to remove an occupant from a lease agreement, add an occupant to a lease agreement, add a pet to a lease agreement or anything that will cause the lease to be modified. Please note that the Landlord cannot remove the financially responsible parties from the lease agreement until the end of the lease, only non-financial responsible occupants.
- **Lease Renewal Fee** - \$50 per occurrence. Assessed when Tenant signs a lease renewal with Landlord. This covers the administrative costs of preparing and executing a lease renewal and offers the convenience of electronic signatures.
- **Failure to Maintain Utilities** - \$75 per occurrence. Assessed when Tenant fails to maintain the utility services for the Premises through the completion of the move-out inspection. Tenants vacating the property are required to maintain utilities until the move-out inspection has been completed. Failure to maintain utilities requires the staff to reschedule and dispatch the inspector, schedule utilities to be reconnected, delays any repairs that might be needed, and potentially costs the owner days of rent.
- **Coordination Fee for Cleaning or Repairs** - \$100 per occurrence. Assessed when RPPM has to make additional arrangements to provide maid service, lawn service, carpet cleaning, or repairs to any damages done to the home that calls for repair because of tenant negligence. Receipts are kept for costs involved, and can be provided to the tenant. This fee is \$100 and is meant to cover the administrative cost in organizing this work on the tenant's behalf. Tenant is also responsible for paying the actual costs of such cleaning or repair services.
- **Failure to return keys** - \$75 per occurrence. Assessed when Tenant fails to timely return keys to the Premises upon termination of the Lease. In such an event, Tenant may also be charged additional rent for failing to return possession of the Premises to the Landlord. The Tenant is required to return all keys, remote controls, and pool/property access passes. Failure to do so causes additional staff time locating and coordinating the re-issuance of said devices. In addition to any fees assessed herein, Tenant is responsible to pay for lost remotes and pool/gate access devices at their combined retail value.
- **Holdover Fee** – Two Times Monthly Rent This fee will be charged if the tenant has remained in the home after the proper 30-day Notice to Vacate was delivered in accordance with the lease agreement. Per the lease, a charge of three times the monthly rent will be applied. (See Residential Lease” )

- **Stop Payment Fee** - \$75 per occurrence. Assessed when Tenant does not receive a check from RPPM for any reason that is the fault of the Tenant. An example would be if RPPM was provided the wrong forwarding address and the check is lost in the mail. This necessitates a stop payment on that check and issuance of another check. RPPM is charged a fee for stop payment by its bank, and that cost would be passed along to the outgoing tenant.
- **Reissue Check Fee** - \$45 per occurrence. Assessed when, through the fault of the Tenant, a check is lost and RPPM must reissue a check to them. It usually coincides with the stop payment fee.
- **Missed Appointment Fee** - \$125 per occurrence. Assessed when there is a scheduled appointment with RPPM or a Vendor of RPPM and the Tenant does not show. Fee is also applied if cancelation is less than 24 hours prior to appointment.
- **Court Appearance Fee** - \$200 per occurrence. In the event that a trial is scheduled due to the Tenant's failure to resolve any issues surrounding the Notice to Vacate, this charge is applied to offset the cost of an employee to appear in court. This charge is in addition to any cost associated with the eviction including but not limited to attorney fees and costs charged by the court.
- **Collection Administration Fee** - 5% of the balance owed. This fee will be charged to a tenant in the event we have to initiate a collection to recoup any funds owed to Royal Palm Property Management or the property owner. This will include rent, late fees, NSF fees, or any other past due items. This list does not encompass all possible charges that can occur in the handling of tenant issues during and after the term of the lease agreement. This fee does not cover any fee that the Collection company may charge.
- **Walk-Thru Fee** - \$75 Assessed when Tenant requests an in-person walk-thru either to move into the home or when moving out of the home. An escorted walk-thru of a property with the tenant and a representative of RPPM is above and beyond the regular practice of a vacant home walk-thru. This fee is charged because the tenant often still has access to the home via keys, and often has possessions still in the home requiring us to do an extra walk-thru once the locks have been changed and the tenant has completely vacated.

### Maintenance reimbursement

Generally, RPPM assigns a vendor to perform work you request in your residence. However, if you have contacted RPPM and requested to perform a minor maintenance item and RPPM has agreed to reimburse you in writing :

- Pay the bill and send the receipt to RPPM. RPPM will reimburse the amount due to you.
- Do **NOT** deduct the amount from your rent.

## CARE OF THE PROPERTY

### Getting to know your residence

When you move into a property, it is helpful to know where important items are located. Take the time to know or locate the:

- Main circuit breaker in the event power goes out
- Gas shut off valve – turn off during emergencies/disasters for safety
- GFI plug(s) – so you can check them if your plugs or appliances in the bathroom, kitchen, patio or garage fail to work
- Electric and/or gas meters to check your utility bills
- The main water shutoff valve in case of major flooding
- Water shutoff valves below the sinks and behind toilets in case of water leaks
- Method of cleaning for the oven so you use the right products
- Time bake knobs on the oven – in the event the oven will not work, these may be on

If you are uncertain about any of the above items, contact your RPPM management team for help.

## MAINTENANCE

When you rented the property, your lease contained detailed maintenance instructions. Please review them before requesting a work order. RPPM has more tips in this handbook.

### Tenant Renovations/Alterations

It is the RPPM policy that tenants do not do repairs or alterations. You agreed to this in the RPPM rental agreement/lease. If you do want to make a special request for renovation or repair to the property:

- Submit your request in writing before making any changes
- Do not proceed with any work until you are notified by RPPM
- RPPM will consult the owners to see if the request is acceptable to them
- If the request is acceptable to the owner, tenants must do one of the following prior to vacating the property:
  - Leave the alterations if this is part of the owner's condition to accept the alteration/repair.
  - Return the property to its original state if this is part of the owner's condition to accept the alteration/repair and pay for any necessary repairs to restore the alteration/repair to its original state.
  - Sign a RPPM agreement regarding the alteration/repair.

### Tenant Maintenance responsibilities

The property owner has a duty to maintain your residence to uniform codes of safety for landlord/tenant law. Therefore, RPPM has provided you with Work Order Requests when there are legitimate repairs. We want you to report maintenance items.

However, there are items that are the tenant's responsibility and we have listed them again (please refer to the 5-page maintenance addendum for more details on the list below):

- Replacing smoke alarm batteries
- Replacing light bulbs with the correct size
- Replacing furnace filters, if applicable, every 3 months, and every month if there is smoking in the property. (Our properties are all smoke free.)
- Reporting non-functioning smoke alarms immediately if batteries do not solve the problem.
- Reporting all necessary repairs.
- Professional steam cleaning and spot cleaning of carpets while residing in the property.
- Normal insect control.
- Normal rodent control, such as mice.
- Landscape cleanup if a service is not provided.
- Reporting lack of landscape cleanup if a service IS provided in your rental agreement.
- Landscape watering unless there is a homeowner's association.
- Reporting malfunctioning irrigation systems or sprinklers, even if it is the responsibility of the association.
- Disposal of all garbage in the proper receptacles and using the weekly pick up service.
- Disposal of animal feces on the property even if you do not have a pet.
- If the residence has a fireplace, use caution and care when operating the fireplace and disposing of ashes or coals. Do not dispose of coals in the fireplace until they have cooled outside for a week.
- Check to see if the damper is open before starting a fire in the fireplace.
- Disposing of toxic waste properly in accordance with local and county laws.

## Procedures for requesting maintenance

### Before calling RPPM

1. Determine if there is a true emergency or a non-emergency.
2. Check to see if you can determine the cause of the problem that you are experiencing, unless you have an emergency. Read examples of various problems in your maintenance addendum.

### **If there is an emergency**

There are few emergencies. An emergency is a life-threatening situation such as a fire, flood and/or uncontrollable water, electrical problem, smell of gas, etc.:

- Emergencies causing immediate danger such as fire, call 911
- Emergencies involving gas call the gas company and if necessary, 911
- **Emergencies involving IMMEDIATE electrical danger, call the utility service or 911,**
- After contacting one of the above sources, then call the RPPM office and report the problem.
- Emergencies such as backed up plumbing, flooding, call the RPPM, **239-223-2116 Ext 5**, and listen for emergency instructions and if necessary, call 911.

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- An emergency is NOT heat, but RPPM recognizes this is important and will make it a priority with vendors to have the heat working as soon as possible.
- An emergency is not air-conditioning, non-working dishwasher, sprinklers, etc.

### Non-emergencies:

- Work orders should be submitted through your tenant portal **primarily**.
  - Or you can email it to repairs@royalpalmpm.com
  - A RPPM representative will assign a vendor to contact you.
  - RPPM does not give vendors keys to the residences.
  - Vendors are required to make appointments with tenants.
  - Remember, this is a NON-EMERGENCY item and in most cases, the vendor will not be able to make an appointment immediately.
  - Failure to show at an appointment can mean a \$125 charge to you. Therefore, be certain to call the RPPM office as soon as possible if you are unable to make the appointment.
  - If you do not hear from a vendor or repair person within 2-3 business days, call the RPPM office and inform your management team or a staff person that a vendor has not contacted you.
- 
- A RPPM staff member will contact the vendor to find out the cause of the delay, and then inform you when to expect the vendor to call.
  - After a repair has taken place, if you have trouble, call RPPM and state you had a recent repair but there is still a problem.
  - **Recent repair** means within the last 60 days and pest control work means **within 30 days**.
  - If you fail to report an unsolved recent repair, and there is further damage or expense, you may be responsible for the cost, per your rental agreement.

### Preventative cleaning tips

Cleaning tips were included in the maintenance addendum with your rental/lease agreement. Here are more tips:

Cleaning is easier when you use a “preventative approach.”

- Always put away food and wipe up food debris.
- Clean pet bowls regularly to avoid attracting ants and other insects.
- Do not allow grease to build up in kitchens; use a sponge and soapy water regularly on counter tops, stovetops, and hood filters.
- Avoid cooking with very high heat. This will add to more grease build-up and cause damage to appliances. It can also be dangerous.
- Avoid mildew by venting rooms and bathrooms properly, particularly after baths and showers.
- Clean bathroom tile or other surfaces regularly to prevent the buildup of grime.
- Clean toilets regularly to avoid buildup of grime, rings, and mildew.
- Mop tile, wood, and linoleum to avoid “dust bunnies” and the buildup of grime.
- Do not use wax on linoleum or tile.
- Do not use “cleaning products” on tile
- Vacuum all flooring regularly, particularly carpets. This will save in carpet cleaning bills.

- Regularly pick up debris and pet feces in outside areas.

### **Additional cleaning tips**

It is not always necessary to purchase expensive cleaning products. Vinegar, baking soda, ammonia, and salt are some inexpensive cleaning products with many uses. They also are helpful for people who have allergies to cleaning products. They can be better for the environment than commercial products

#### **Air freshener:**

- Place a bowl of vinegar in the kitchen or bathroom to absorb odors

#### **Drains**

- For a great once-a-month drain cleaner, pour 1/2 cup baking soda into the drain, follow with 1/2 cup white vinegar -- it will foam. Cover and let sit 30 minutes and then flush with cool water.
- For stubborn, slow-running drains, pour 1-cup baking soda and 1-cup salt down the drain. Follow this with 2 quarts boiling water. Let stand for 30 minutes, and then flush with cool water

#### **Tile countertops:**

- To clean ceramic tile, where mold and mildew accumulate, use a combination of 1/4 cup baking soda, 1/2 cup white vinegar, 1-gallon warm water, and 1-cup ammonia. Alternatively, regularly clean kitchen surfaces by using a spray bottle mixed with 1/2-cup vinegar and a quart of water.

#### **Glass cleaner:**

- When glass-cleaning products leave residue on bathroom mirrors, mix 3 tablespoons of vinegar with a quart of water in a clean plastic spray bottle.
- Spray glass and wipe with a clean paper towel.

#### **Dishwasher:**

- Empty the dishwasher, pour in a 1/4 cup of vinegar, and run the dishwasher again.
- Even if you prefer not to use the dishwasher, run at least once a week to keep seals from becoming hard and cracked.

#### **Refrigerators**

- Clean regularly and place a cup of baking soda in a bowl on a refrigerator shelf to absorb odors.
- A cup of dry unused coffee grinds can also absorb odors when placed on a refrigerator shelf.

**Washing machine:**

- A half cup of baking soda can be added to the washing machine with regular detergent to help with mild odors

**Toilets:**

- Remove waterline marks in the toilet bowl by pouring in 2 cups of white vinegar. Let soak overnight, then flush to rinse. If this does not work, rub the waterline mark with a wet pumice stone.

**Carpet stains:**

- Vacuum the carpet if the stain is dry.
- If the stain is still wet, blot gently to remove excess – blot, do NOT rub. o Lightly soak the carpet stain with clean water first to remove the stain – blot, do NOT rub.
- If the stain remains, mix 3 Tablespoons of vinegar with a quart of water in a spray bottle and spray the stain; blot again; do NOT rub.
- If this fails, consult a professional carpet cleaner immediately; the longer you wait may mean the stain may not come out.

**Carpet odor:**

- Regular vacuuming cures most carpet odors, but if carpet odors persist, lightly sprinkle the carpet with baking soda and vacuum thoroughly, removing all baking soda from carpet. Repeat if necessary.

**Energy saving tips**

Saving water is important for the environment and can mean a lower utility bill for your residence as well:

- Always report water leaks to RPPM as soon as possible
  - Report water dripping under sinks
  - Running toilets are big water wasters
  - Report malfunctioning sprinklers
  - Report standing pools of water
  - Report malfunctioning water appliances such as dishwashers and washing machines that come with the property
- Run the dishwasher when it is fully loaded.
- Replace your old washing machine with an energy efficient one – you could save the cost of the machine in water and energy bills.
- Check water hoses on washing machines for leaks; change hoses every three years.
- Adjust the water level to match the load, using less water for small loads.
- Avoid using flushing toilets to dispose of ordinary trash.
- Take shorter showers.
- Avoid letting the water continually run while shaving, brushing your teeth, or washing your face
- Be sure your water heater temperature is set properly. Note: do not turn the water

heater up to “hi,” this is a dangerous temperature level.

- Counsel all children on how to prevent wasting water.
- Do not “over water” landscaping; it is not healthy for plants and simply wastes water.

#### **To lower air-conditioning bills:**

- During warm or hot months, close the windows and doors to your home early in the day to “keep cool air in,” particularly when the air-conditioner is running.
- Close window coverings on the sunny side of the house during different times of the day; this can lower the temperature dramatically.
- Replace the air filter often and with the right size, at a minimum of every three months, monthly if you smoke. A clean filter helps the air-conditioner to run more efficiently.
- When leaving your residence, turn the air-conditioner up a few degrees, a closed house without activity normally stays cooler. This is particularly important when going on vacation.
- There is no reason to keep the residence in a frigid state while you are gone, but do not turn the air off on very hot days – it will only take longer and more energy to cool down.

#### **To lower heating bills:**

- During the cooler months, keep all windows and doors tightly closed.
- Report any major drafts to the RPPM office.
- Use a “reasonable” level of heat in the residence. Sometimes, turning down the heat just a few degrees can reduce an energy bill.
- Turn the heat down during the night and use warm covers and comforters.
- When leaving home, turn down the temperature on the thermostat.
- Do not turn the heat completely off. It will take more heat for a cold house than it will save. In addition, this could cause pipes to freeze, which will cause more problems.
- If there is a fireplace, close the damper if you are not using it, but please be sure to open the fireplace if you do start a fire.
- Replace the furnace filter often, at a minimum of every three months. A clean filter helps the furnace to run more efficiently

## Renters insurance

Property owners generally carry a standard fire and liability policy, and have additional coverage with “landlord/rental” insurance, but they normally cannot cover the contents or possessions of the resident. The reason that insurance companies do not provide this type of coverage is because they are “non-owner” occupied properties. Therefore, it is very important for you to have adequate insurance coverage for your contents.

Renter’s Insurance is **REQUIRED** with ALL lease agreements with Royal Palm Property. There is an additional fee of \$45.00 per month charged to our residents for Royal Palm's Resident Benefits Package which includes a Resident Liability Insurance.

- **Resident Liability Insurance:** Royal Palm has procured and instituted a master tenants policy that is included in the Resident Benefits Package. Enrollment in this program waives your obligation to provide a certificate of insurance for accidental damages arising from fire, smoke, explosion, and sudden and accidental water discharge caused by your negligent acts or omissions as described in your lease agreement up to \$100,000.

The insurance only waives your liability to the property and does not waive your liability to any third parties.

The insurance only applies to accidental damage caused by your negligent acts or omissions and does not apply to damages caused by your deliberate or intentional acts or omissions.

The insurance applies up to \$100,000; any amount in excess of \$100,000 remains subject to the lease agreement. Other coverage may apply to the tenant.

Tenant shall receive, without an insurance application and insurance credit check, upon execution of this agreement, and shall maintain in full force at all times during the term of this Agreement, at tenants expense, tenants insurance provided by Royal Palm Property Management.

Royal Palm Property Management is the named insured of the Master Tenant Policy and the tenant shall be named as additional insured for their leased unit.

The tenant’s insurance will commence on the move-in date as governed by the lease agreement. Tenants shall have access to the Master Tenant Policy and certificate of insurance at their request. Tenants will be responsible for contacting Royal Palm Property Management for claims submissions.

The resident shall be responsible to pay any deductibles charged per incident for claims related to the leased unit. Conditions and exclusions apply, so please review the policy for details. This is provided to you without applications, credit checks, or billing. Subject to the terms, exclusions, and limitations provided therein, coverage limits are as follows:

- Liability Limits - \$100,000.00
- Tenant Personal Contents - \$20,000.00
- Deductible - \$500.00\*\*

**\*\*\*The Resident Benefits Package will apply to all homes and tenants under the Royal Palm Property Management Master Policy. Tenants may opt-out of the insurance portion of this**

**program by showing proof of Renter's Insurance with coverage of at least \$20,000.00, and naming Royal Palm Property Management as ADDITIONALLY INSURED for a cost difference savings of \$13.00 per month.**

## **Safety Tips**

The safety of you and your family is important to RPPM and many things can affect it. Here are some tips to follow:

- Unplug all heat-producing appliances like toasters, irons, and coffee makers when they are not in use to prevent fire hazards.
- Never leave a stove or oven unattended; turn off all stove and oven appliances when you leave the house.
- Never leave heating pads and electric blankets on indefinitely and turn them off when you leave the residence to prevent fire hazards.
- Never leave water running unattended in a plugged bathtub or when leaving the residence.
- If you have an upstairs bathroom and you see water in the ceiling below, particularly in a light fixture, report the leak immediately to RPPM.
- Do not operate electrical appliances while standing or sitting in water.
- Avoid using blow dryers, curling irons, radios, TVs, or other appliances while in a bathtub or over a sink filled with water.
- If you have small children, use child protector plugs when you are not using outlets
- Do not overload extension cords with too many appliances.
- Place lamps on level surfaces and use the correct wattage.
- Avoid running extension cords over walkways, under rugs, or any other place that could cause tripping.
- If you suspect an electrical problem, report it to RPPM immediately.
- Do not remove smoke alarms, particularly if they are beeping. Smoke alarms are for safety and removing them can endanger all residents and guests. Change the batteries if needed.
- Do not allow children to leave toys on walkways and sidewalks.
- Replace outside light bulbs so you can utilize lights properly when it is dark.
- Report any exposed tree roots to the RPPM office
- Keep a portable fire extinguisher in the kitchen and the garage; they are available in hardware supply stores.
- If you use a grill or BBQ, use common sense, never leave grills unattended.
- If you have a fireplace, be sure to store hot ashes and coals away from the residence. Do not place ashes in garbage receptacles unless certain they are cold.
- Do not store fireplace wood against the residence.
- Always be certain the damper is open before starting a fire in the fireplace.
- Do not build "roaring" fires in the fireplace; build reasonable fires suited to the size of the fireplace.

## Vacation checklist

When going on vacation, here are items to check before leaving:

- If going out of town for an extended period, please notify RPPM how long you will be gone, and supply an emergency telephone number. Then should any problems arise concerning your residence, there is someone to contact.
- Check your rent payment to ensure it will not become delinquent. It would be a sad thing to come home to a late notice and charges.
- Notify all necessary parties such as your next-door neighbors, the paper delivery person, the post office, or any related service people. By doing so, you will avoid any panic that something is wrong.
- Select someone to pick up items on your doorstep to avoid giving signals to dishonest people.
- If leaving a vehicle in the driveway, remove any valuables and garage door openers that can be stolen, giving access to your home.
- Put garbage cans away or arrange for someone to take care of it.
- Place valuables and jewelry in a safe deposit box.
- Avoid leaving a message on your answering device telling people you are out of town and for how long.
- Set timers on interior lights, to deter burglars.
- Be sure to check all windows, window locks, and doors before leaving.
- If you have an alarm, be sure to set it.
- Turn off the water valve to your washing machine.
- Turn off all appliances, large and small, such as stove burners, coffee pots, irons, curling irons, etc.
- Unplug TVs and computers in the event of lightning or power surges.
- Turn your water heater to low or “vacation” setting, but do not turn the water heater off.
- Anything else living in your house besides you, such as plants or pets? Then be sure to water plants and have someone take care of your animals. Do not leave pets in the residence unless a reliable person is going to care for them daily

## Holiday tips

Everyone enjoys the different holidays, but it is important to exercise care during the celebrations and remove decorations when each season is over.

- Hang lights and decorations properly and carefully.
- Before hanging, check for bad plugs and loose wires. If you find defects, dispose of the lights.
- Only use lights and decorations during holiday seasons; remove them immediately when the season ends.
- Dispose of holiday trees properly; never burn them in a fireplace.
- If you use extension cords, do not overload, do not staple them to the residence, and if outside, use only cords approved for outside use.
- Never leave holiday lights on when leaving your residence to avoid fire danger.

- For fireworks celebrations:
  - Do not use illegal, dangerous, or explosive devices.
  - Only buy legal fireworks and check where you can use them.
  - Use common sense safety rules with fireworks.
  - Do not use fireworks in or around your residence.
  - Keep all fireworks away from any dry grass, trees, or roofs.
  - Attend a fireworks celebration instead of buying them and enjoy the fun without the responsibility.

## Emergency/disasters

Unfortunately, emergencies and disasters happen all around the world. The best solution is to be prepared. In the back of this Handbook, you will find a convenient Emergency/Disaster Checklist that has items to do before and during an emergency/disaster.

We are also providing you with our “*Resident Emergency/Disaster Handbook*.” There you will find a wealth of information on how to handle a true emergency or disaster.

There are different emergencies

### ▪ Maintenance emergencies:

- RPPM outlined in the 5-page maintenance addendum that you signed during your move-in what to do for emergencies such as flooding, electrical, gas, etc.
- We have also reviewed them on page 7 of this handbook.
- Please follow the maintenance instructions and call RPPM when appropriate.
- RPPM requests that you treat the RPPM staff courteously while under stress of the situation – we will do everything we can to help you as soon as possible.

### ▪ Area emergencies or disasters:

- Be prepared and use the RPPM Emergency/Disaster checklist enclosed with this information.
- When major emergencies or disasters such as a hurricane, tornado, earthquake, or some other force of nature occur, everyone experiences great inconvenience and difficulty. Remember this and be considerate of others and the degrees of different problems.
- RPPM requests that you call emergency services first in a disaster.
- Then notify the RPPM office as soon as possible what has happened.
- RPPM will assign priorities to work and during an area emergency/disaster, will work to assist you as much as possible
- When calling the RPPM office, we ask you to be patient and calmly state what problems you are experiencing. We will handle the problems as quickly as possible.

## Drug free housing

RPPM has a drug-free policy for tenants and it is a requirement of your tenancy as outlined in your rental agreement. However, people can encounter drug problems from other residents from the lowest income neighborhood to the highest. We want you to be aware of signs of potential drug problems in any neighborhood.

- Do not approach a house or building if you smell a strong chemical odor. Report it to the authorities. Drug houses may contain volatile chemicals and can easily explode.
- Do not pick up abandoned purses, suitcases, filled bottles, or packages. People place “meth labs” in objects of many shapes and sizes. They are highly explosive and dangerous; report any unusual or abandoned object to the authorities. Do not attempt to examine it yourself.
- If you see constant pedestrian or vehicle traffic in your neighborhood at all times of the day and particularly at night, it could be a drug house, particularly if you observe high security precautions surrounding the property.
- First, report unusual and disturbing activities in your neighborhood to the authorities, and then notify RPPM of your suspicions as soon as possible.
- Educate and train children of all ages for the signs of drug activities or a drug house.
- Be aware and be alert – a drug house or drug activities are a danger anywhere and to everyone.

## FREQUENTLY ASKED QUESTIONS

RPPM has put together a list of the most frequently asked tenant questions that may answer many of your concerns in advance.

### **Why did I receive a notice when I paid the rent on the 3rd of the month?**

- **On-Time Payments:** On time payments are strictly enforced. Payment is due by the 1st of each month. You have a 3 day grace period, after the 3rd day, there is a \$75.00 late fee and \$5 each day it is late.
- Once the **3rd** of the month passes, we begin preparing Notices to Pay or Quit. The RPPM service fee is \$ **100**, if a notice to pay or quit is served because your rent is not received in a timely manner.
- RPPM serves Notices based on state landlord/tenant law requirements and their obligations to the owner of the property.

### **Why can I not clean the carpet myself?**

- We require professional steam carpet cleaning to preserve the life of the carpet. Home machines do not handle the deep cleaning necessary.

### **Can I install extra telephone lines?**

- You can install extra telephone lines if you pay the expense and disconnect them when you leave. However, you must notify RPPM and obtain written permission to install the lines.

### **Can I have a satellite dish?**

- You must submit a request to RPPM and sign an agreement prior to installing the dish. You also must take responsibility for removing the dish and repairing any damage. Call your RPPM management team for details.

### **I did not have a pet when I moved in; can I have a pet now?**

- Notify your RPPM management team of your request for a pet. *Do not move a pet into the property without permission.*
- The Property Manager will contact the owner and submit your request. If the owner does allow a pet, you will have to submit your pet application by using this link

813 Lake McGregor Dr Fort Myers, FL 33919 ▪ Ph (239) 223-2116 ▪ Fax (123) 456-7890

[www.royalpalmpropertymanagement.com](http://www.royalpalmpropertymanagement.com)

<https://royalpalmpm.petscreening.com/>

- Pets must be over one year old, and of a non-aggressive breed. Pets under one year of age will not be considered and breeding of any pets is not allowed on our properties.
- We are pleased to work with any qualified applicant that has a mature, well behaved, non-aggressive breed dog. The pet restrictions and terms are largely based on the comfort level of the property owner and the restrictions they decide for a pet to be considered. Some smaller properties are suitable for residents with a cat, while other properties may not allow cats due to allergy issues of the property owner.
- At Royal Palm, we require every pet to go through our professional screening process. The fee for this is \$20.00 for the first pet profile and \$15.00 for each additional pet in your profile. These application fees are paid directly to our 3rd party vendor conducting the pet screening.
- Our pet fees are based on a sliding scale. \$250 in the minimum score for a 5 paw rating. 4 paw rating \$300 3 paw rating \$350 and anything under 3 paws is presented to the property manager for review. She will either deny or confirm a pet fee amount. The fee for any pet that scores under 3 paws can be \$500 + depending on the reasons for the score.
- The overall strength of your qualifications weighs heavily on the consideration to approve your pet, as does the age, weight and breed of the pet. The pet application must be completed. At Royal Palm, we conduct at least one pet inspection on pet approved units per year and the fee is \$99.00 per inspection, due at the time of lease signing. We collect a minimum of \$250.00 per pet which is a non-refundable pet fee
- Service Animals- We always accept service animals with proper documentation. Service animals are not subject to additional deposit, pet acceptance fee, or pet inspection fee. Once your application is approved we will provide the request for reasonable accommodation request and verification of disability and need.
- Please use this link to find out more information about our pet screening and application process <https://www.royalpalmpm.com/pet-application-approval-process>

### **What happens if my pet dies or runs away, can I have my increased security deposit back?**

- No, all security deposits remain in effect until all tenants vacate the property. The Pet Fee is non-refundable. Until a property is completely vacant, there is no way to check the entire property thoroughly.

### **What happens if I want another pet?**

- Notify your RPPM management team what pet you want. The Property Manager will contact the owner and submit your request. If the owner does allow a pet, you will have to submit a new pet application by using this link <https://royalpalmpm.petscreening.com/>

### **My roommate wants to move, but I want to stay. What do I do now?**

- Your roommate needs to submit a Notice to Vacate by using this link <https://www.royalpalmpm.com/notice-to-vacate> . RPPM will need documentation from you to show you can support the property by yourself. RPPM will not partially refund part of the security deposit to your roommate since it is a condition of your rental agreement. You and your roommate will have to settle any funds owed to each other, including any or all of the security deposit.

### **I want to add a roommate, now what do I do?**

813 Lake McGregor Dr Fort Myers, FL 33919 ▪ Ph (239) 223-2116 ▪ Fax (239) 456-7890

[www.royalpalmpm.com](http://www.royalpalmpm.com)

- The prospective roommate will have to submit an application and RPPM must approve the person PRIOR to them moving into the property. Your roommate can use this link to fill out the application <https://www.royalpalmpm.com/pre-apply> If RPPM denies the applicant, they cannot move into the property. If approved, you and the approved applicant must sign new rental/lease agreements.

### **Why do the owners want to see the property?**

- The owners are showing responsibility toward the maintenance of the property, the condition, and their investment. It is also their right to see the property, but they respect that it is your residence. It is also nothing to fear. This is why RPPM contacted you first to set a date and time.

## **GIVING YOUR NOTICE**

Eventually, you will move, and we want you to be prepared when this is necessary. RPPM tenants are required to give a **60 Days** notice prior to moving. Please use this link to fill out and submit your Notice to Vacate form <https://www.royalpalmpm.com/notice-to-vacate>

Before giving notice:

- Check your rental agreement/lease to see if you are eligible to give notice. It will specifically state when you can give notice. A lease is a binding agreement for a set period and you may still be bound to the lease.
- If you need to move and you are still committed to a lease period, contact your RPPM management team to discuss your options.
- Notices must be in writing. The day RPPM receives the notice is the date the notice begins.
- RPPM does not accept notices by email because of lack of signature; RPPM does receive notices by fax.
- RPPM does not provide rental history to other landlords/property management companies unless tenants submit a written Notice to Vacate and the tenant gives the authority to RPPM to give out rental references.
- The RPPM Notice to Vacate from Tenant contains the authorization for allowing RPPM to give out rental references.

### **Setting up your move out appointment**

- After you submit your Notice to Vacate, RPPM will send you a three-page letter. This will instruct you on what to do during the notice period, and how to set up your move out appointment.
- RPPM only performs move out appointments during weekdays, **9 am to 5 pm**.
- It is the responsibility of the resident to deliver all keys and openers to RPPM, either at the move out appointment or delivery to the RPPM office.
- Failure to deliver keys and openers could incur additional charges.
- Remember to supply a forwarding address and telephone number for your security deposit refund.

## PREPARING THE PROPERTY

When you are ready to move, if you have questions on how to prepare your residence, please call your RPPM management team, and discuss your concerns with them. We want your move to be a pleasant and successful one. The following are the steps to take for your move.

### Cleaning

- Have the property clean throughout the interior and the exterior.
- This includes vinyl or tile floors, windows inside and out, window sills and door casings, mini-blinds, wiping out drawers and shelves, all appliances, sinks, toilets, bath tubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside and out, etc.
- Tenant caused dirt is not normal “wear and tear.”
- Pick up debris and animal feces on the exterior of the property and place them in the proper trash receptacles.

### Carpet Cleaning

- Carpet cleaning depends on time lived in the property for normal wear and tear, whether you have had pets, and also if the carpet cleaning exceeds normal wear and tear. o You will be charged 100% at all times, if you have had pets and/or you have soiled carpets exceeding normal wear and tear.
- Up to one year: carpets will require cleaning. Tenants incur charges if the tenant does not have carpets professionally cleaned. One to two years in the property, you will be charged 50% of the cleaning of normal wear and tear.
- After two years, there is no charge for normal wear and tear. However, there is a charge for carpet damage and stains.
- Do NOT rent carpet-cleaning machines, use home cleaning machines, or employ chemical cleaning companies. Only professional truck-mounted steam cleaning from a reputable company is accepted.
- Call RPPM for a recommendation on a carpet cleaner who will give you reasonable rates on carpet cleaning.
- If you hire another carpet cleaner, the carpet cleaner must guarantee their work to the satisfaction of RPPM, and a receipt is required during the walk through inspection. o Tenants, please note: RPPM will not reimburse for any carpet cleaning contracted by tenants.

### Draperies/window coverings/windows

- Do NOT wash draperies.
- You are not expected to dry clean draperies unless:
- You have caused excessive soil or allowed water damage from open windows. Draperies with water stains could require replacement. Discuss this with your management team.
- You have not been using the draperies provided and/or have not kept them in good condition
- Wipe all mini blinds – do not use harsh chemicals on the blinds.
- Clean all windows inside and out.

## Replacements

- The following must be in working order to avoid charges when moving out:
  - ❑ Burned out light bulbs
  - ❑ No-working smoke detector batteries
  - ❑ Missing doorstops
  - ❑ Furnace filters. Change the filter just before you vacate the property, and make sure you use the correct size.

## Pest control

- If you have a pet, leave an adequate supply of insect/flea foggers. The minimum required is four (4) foggers. If you have three bedrooms, two baths, and a 2-car garage home or larger, you must supply a minimum of six (6) foggers. There is a charge if you do not leave the foggers unopened in the property.
- If you do not have a pet, you do not need to supply foggers unless you have not been exercising minimum insect control. If a property is found loaded with ants, spiders, cobwebs, etc., you can incur pest control charges. Therefore, follow the proceedings for using the foggers.
- All foggers must be left unopened and given to an agent during walk through inspection. o RPPM will place and discharge them after the walk-through.
- If you fail to leave the proper number of foggers, there will be a charge.

## Landscape clean up

- The outside area is to be neatly mowed, trimmed, pruned, fertilized, and watered for outside areas that apply in your rental contract.
- Remove all trash and debris, placing in the proper receptacles.
- Remove grease or oil drips; dispose of motor oil properly – it does not belong in the garbage receptacles.
- Pick up any animal feces whether you have an animal or not.

## Trash

- If you have trash that exceeds the normal pickup, you are to arrange to have it hauled away at your expense.
- Place all other trash within the appropriate trash receptacles for normal trash removal.
- Do not overflow trash receptacles.

## Painting

- We request that you do not spackle, putty, or touch up paint unless sure the paint will match.
- Charges can occur if unnecessary painting is required due to tenant painting.
- Charges for painting depend on whether it exceeds normal wear and tear, and the length of time in the property.

## **Your security deposit refund**

Upon the vacating of the premises for termination of the lease, if the landlord does not intend to impose a claim on the security deposit, the LANDLORD shall have 15 days to return the security deposit together with interest if otherwise required, or the landlord shall have 30 days to give the TENANT written notice by certified mail to the TENANT last known mailing address of his intention to impose a claim on the deposit, and the reason for imposing the claim.

The notice is sent to you as required by s. 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security deposit within 15 days from the time you receive this notice or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to <https://www.royalpalmpm.com/security-deposit> or certified mail to 813 Lake McGregor Dr. Fort Myers, FL 33919). If the LANDLORD fails to give the required notice within the 30-day period, he forfeits his right to impose a claim upon the security deposit.

## **REQUEST FOR FINAL REVIEW OF SECURITY DEPOSIT REFUND**

Royal Palm Property Management strives to ensure a fair distribution of the security deposit based on all available information regarding the condition of the property just prior to the move-in and just after the move-out. We recognize that there may be situations where you have additional information that we initially did not take into account.

The purpose of this final review is to make sure that you have the opportunity to provide additional information when you are not satisfied with the rationale for the return of your security deposit funds. Once this form is submitted, our review committee will objectively review all information, including your comments, solicit any additional information and/or approval from the Management Team and make any appropriate adjustments. The process will follow the following steps:

1. Submission of the Request for Final Review of Security Deposit (by you) within ten (10) days of receipt of security deposit disposition.
2. The Review Committee will re-assess based on all available information including your account.
3. Within fifteen (15) business days of the submission date, you will be notified via US Mail of the Committee's findings along with any adjustments or explanations.



## RPPM Utility Numbers

### Tenant Utility/Cable Numbers for Local Areas

Electric companies/Gas Companies			Water Companies	
Bonita Springs	FPL	(239) 947-7349	Bonita Springs Utilities	239-992-0711
Cape Coral	LCEC	(800) 599-2356	City of Cape Coral	(239) 574-7722
Fort Myers	FPL	(800) 468-8243	Lee County Utilities	(239) 533-8845
Lehigh Acres	LCEC	(800) 599-2356	FGUA	(239) 543-1005
Naples	FPL	(239) 262-1322	City of Naples Utilities	(239) 213-4745
North Fort Myers	LCEC	(800) 599-2356	FGUA	(239) 543-1005
Port Charlotte	FPL	(941) 639-1106	Charlotte County Utilities	(941) 764-4300
Punta Gorda	FPL	(941) 639-1106	Charlotte County Utilities	(941) 764-4300
Sarasota	FPL	(800) 226-3545	City of Sarasota	(941) 263-6260

Garbage/refuse service		
Bonita Springs	Waste Management	239-334-1224
Cape Coral	Waste Pro	239-945-0800
Fort Myers	Fort Myers Solid Waste	239-321-8050
Fort Myers	Waste Pro	239-945-0800
Lehigh Acres	Lee County Solid Waste	239-533-8000
Naples	Waste Management Collier County	239-330-2977
North Fort Myers	Waste Pro	239-945-0800
Port Charlotte	Waste Management Port Charlotte	941-629-1106

Punta Gorda	Punta Gorda Sanitation Dept	941-575-5050
Sarasota	Waste Management Sarasota	941-355-9230
<b>Cable &amp; Internet</b>		
Collier County	Comcast / Xfinity	800-934-6489
Charlotte County	Comcast / Xfinity	800-934-6489
Lee County	Comcast / Xfinity	800-934-6489

## **RPPM Emergency/Disaster Checklist**

### **Pre- Emergency/Disaster Checklist:**

Take the time to review and implement this list – it could be a lifesaver.

- Take an inventory of your belongings, complete with photos, descriptions, and serial numbers. Items to list are TVs, VCRs, stereos, cameras, camcorders, sports equipment, jewelry, silver, computers, or anything of value
- Know where the shut off valves are in your residence, review page 9 in the RPPM Tenant Handbook, “getting to know your residence”
- Keep copies of important papers stored in a safety deposit box
- Make sure your renters insurance is current at all times
- Discuss with your family or other residents what emergency procedures you will use and post them in the kitchen, office area, etc.
- Plan escape routes in the event of fire and inform every resident of the routes, including children Teach children how to use 911 or call for other services
- Always maintain a reserve of bottled water/drinks and non-perishable foods in your residence, along with a manual can opener.
- Have a portable radio with plenty of extra batteries and the right kind for the radio
- Have two or more flashlights with the extra batteries and for the right kind the flashlight Have large long-burning candles and matches available
- Have an adequate first aid kit and replace items when necessary
- Keep your cellular phone charged

### **Use this list when an emergency/disaster occurs:**

- In a gas leak is possible during an emergency/disaster, immediately turn off the gas valve Keep your car in the driveway, if it is practical, for any necessary evacuation
- Call 9-1-1 only to access help and NOT to learn news

- Call RPPM when it is practical, but remember that RPPM will do what they can to help you, but is not an emergency service. Many repairs will have to wait until the emergency/disaster passes
- Only call people when necessary and have an emergency contact outside your area who can notify other people
- Limit use of the telephones during emergencies/disaster to avoid overloading the circuits
- Unplug or turn off major lights and appliances - such as space heaters, washers, dryers, computers, TVs, etc. Several appliances coming back on at the same time may overload circuits or hot appliances may come on while you are away or asleep causing fire hazards
- Leave a single light on to alert you that power is restored
- If you use candles and matches, do it safely – you do not want to create another problem  
Limit cell phone usage or use your car to charge batteries
- If you have to call emergency services, be calm, state your problem, and be patient. Emergency services will be overloaded.
- If you have standing water in a room, do not enter if the electricity is on; try to wait for a professional
- Do not vacuum wet floors or carpets unless you have the right equipment for water removal. Using a normal vacuum is dangerous with water
- Only open freezers and refrigerators when necessary to avoid losing food as long as you can  
Conserve water and food when disaster occurs
- If you are in a car when power lines fall, remain in the car until you can get help or you are certain that it is safe to do so; then jump clear of the car, not touching any metal.

## RPPM ADDITIONAL TENANT FORMS

We have put together the following forms that could be useful to you in the future. If you need more forms, contact the RPPM office. We have also included a copy of your rental agreements with your handbook.



AUTOMATED CLEARING HOUSE (ACH)
TENANT AUTHORIZATION

I authorize Royal Palm Property Management (originator) and \_\_\_\_\_
\_\_\_\_\_ (originating depository financial institution) as listed
below to initiate electronic entries to my account.

I accept responsibility for the accuracy of the information given to Royal Palm
Property Management

This authority will remain in effect until I have cancelled this agreement in writing.

I can stop payment of any entry by notifying my financial institution 3 days before my
account is charged.

I can have the amount of an erroneous charge immediately credited to my account up to 15
days following issuance of my financial institution statement or 60 days after posting,
whichever occurs first.

Tenant name \_\_\_\_\_

Financial institution \_\_\_\_\_

Type of account

- Checking
Savings

Full name on account (print) \_\_\_\_\_

Account number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please include a voided check or copy of a check; deposit slips are NOT accepted.
Thank you.

Originating depository financial institution list bank name

Routing number

Accepted by: \_\_\_\_\_

Date \_\_\_\_\_

## ADD ROOMMATE REQUEST

Date: \_\_\_\_\_

To: Royal Palm Property Management, agent for owner

Re: Request to add roommate

As of today's date, I (we) the tenant(s) at the above referenced address, would like to add \_\_\_\_\_ to the rental/lease agreement. I (we) have attached a rental application for this party.

I (we) understand I (we) will be receiving a follow up letter from Royal Palm Property Management regarding the approval or denial of the application

I (we) certify that the above applicant is not living in the property and cannot move in unless approved.

I (we) understand new rental/lease agreements are to be signed if the applicant is approved.

I (we) understand if I (we) fail to fulfill the terms of my (our) obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency.

_____ Tenant Date	_____ Date	_____ Tenant	_____
_____ Tenant Date	_____ Date	_____ Tenant	_____
_____ Tenant	_____ Date	_____ Royal Palm Property Management	_____ Date

## CABLE/SATELLITE DISH/TV REQUEST

Date: \_\_\_\_\_

To: Royal Palm Property Management, agent for owner

Re: Request to install \_\_\_\_\_ at \_\_\_\_\_

As of today's date, I (we) the tenants at the above referenced address, make a request to install the above

We understand the following if approved:

1. We are responsible for the cost of installation and this will not be reimbursed to us at any time
2. When the company completes the installation, there is to be no damage to the property. If there is damage, we are responsible for the cost of repairs and/or maintenance.
3. If a satellite dish, we must call RPPM for approval of the location prior to installation.
4. If the company installing our request requires written authorization, they are to submit their documentation to the RPPM office, and RPPM will complete the documentation.
5. When leaving property, it is your responsibility to disconnect the services, and pay all billings incurred by the tenants listed below.
6. Any damage incurred upon disconnection will be at our expense.
7. We understand all persons on the rental/lease agreement are required to sign below and all are jointly and severally liable.

Respectfully submitted by:

Tenant	Date	Tenant	Date
Tenant	Date	Tenant	Date
Tenant	Date	Royal Palm Property Management	Date

## **ADD PET REQUEST**

### **Pet Application & Approval Process**

Please submit your pet application by using this link

<https://royalpalmpm.petscreening.com/>

At Royal Palm, we require every pet to go through our professional screening process. The fee for this is \$20.00 for the first pet profile and \$15.00 for each additional pet in your profile. These application fees are paid directly to our 3rd party vendor conducting the pet screening. This screening is part of our application process and any house application received that lists a pet(s) must complete this in order to move forward with the rental application.

Our non-refundable pet fees are based on a sliding scale. \$250 in the minimum score for a 5 paw rating. 4 paw rating \$300 3 paw rating \$350 and anything under 3 paws is presented to the property manager for review. She will either deny or confirm a pet fee amount. The fee for any pet that scores under 3 paws can be \$500 + depending on the reasons for the score.

**PARTIAL NOTICE TO VACATE FROM TENANT  
Month-to-Month Agreement**

Date: \_\_\_\_\_

To: Royal Palm Property Management, agent for owner

Re: Notice for property at: \_\_\_\_\_

As of today's date, I (we) the tenants at the above referenced address, hereby give a \_\_\_\_\_ day notice and intend to vacate the premises on the date of \_\_\_\_\_.

I (we) understand I (we) will be receiving a follow up letter from Royal Palm Property Management regarding my (our) move.

I (we) understand we are obligated to the rent until the end of our notice.

I (we) understand our security deposit transmittal will not be returned and that I (we) must settle any security deposits with the other tenants on the rental/lease agreement.

I (we) understand if I (we) fail to fulfill the terms of my (our) obligations, a negative credit report reflecting my (our) credit may be submitted to a credit-reporting agency.

_____ Tenant Date	_____ Date	_____ Tenant	_____
_____ Tenant Date	_____ Date	_____ Tenant	_____
_____ Tenant	_____ Date	_____ Royal Palm Property Management	_____ Date

(I) we give permission for Royal Palm Property Management, to provide references to other property owners inquiring about our rental history.

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Tenant(s) Signatures for authorizing references

## Move-In Checklist

### **FIRST MONTH'S RENT & SECURITY DEPOSIT**

You must take care of paying your first month's rent, security deposit, and any unpaid application fees before we can hand over the keys for your property.

### **MOVE-IN DATE & INSPECTION**

Your move-in date and all inspection information will be provided at the lease signing.

### **UTILITIES**

Please place all utilities for your new home in your name immediately upon taking occupancy. Waiting too long to do this could result in you losing access to utilities. If this occurs, you will be responsible for restoring access and for paying any fees incurred.

If you have not done so already, schedule utilities to be turned on or transferred into your name on your lease commencement date. Our FREE concierge Utility Service, Utility Connect, will be contacting you by phone to help you set up your utilities. This is a free service to assist you with connecting utilities, cable and internet according to your area.

If you have not heard from Utility Connect go to our website at:

<https://www.royalpalmpm.com/move-checklist> to set up your utilities.

It is your responsibility to ensure your power, water etc. have been connected to your name by the start date of your lease agreement. This will ensure you do not have any disruption of utility services when you move in.

### **Satellite Dish**

If you choose satellite services for your new residence we highly suggest you contact our satellite retailer Utility Connect at 786-320-7461 to ensure the installation is done correctly. You can access the link at our website: <https://www.royalpalmpm.com/move-checklist>

We do not allow the satellite dishes to be installed on the roof or the side of the home. It must be on a pole mount, out of sight and in the backyard. By contacting Utility Connect they will make sure it gets installed correctly to help you avoid any fines or fees.

## **Move-Out Checklist**

### **NOTICE OF INTENT TO VACATE**

Before you move out of your rental home, please give us notice of your intent to vacate the premises.

### **PROPERTY CONDITION**

You'll need to bring your rental back to its original condition before returning the keys. Download our helpful cleaning checklist to ensure you don't miss anything. [Click Here](#) for the download.

### **SECURITY DEPOSIT**

We require all tenants to pay a security deposit at the outset of the lease. The funds in this deposit will be used for any damage that occurs during your stay.

We perform one final inspection after you vacate the premises. If we identify any damage, we will schedule repairs and deduct the expenses for these repairs from the deposit.

The remainder will be returned to you within the legally mandated period following your departure.

## CONCLUSION

We hope that you have found the *Royal Palm Property Management Tenant Handbook* useful and informative. It is our goal to prepare you for a successful tenancy and a pleasant move out when this occurs. If you have any questions on the enclosed information, please contact your RPPM management team.

*Have a successful residency*