

WELCOME TO RIVER PLACE

ADDENDUM TO LEASE DATED: _____

YOUR ADDRESS AT RIVERPLACE IS:

_____ ARLINGTON, VA 22209

YOUR LANDLORD IS: _____

CONGRATULATIONS ON YOUR RECENT MOVE TO RIVER PLACE. THE INFORMATION PROVIDED IN THIS HANDOUT WILL AID YOU DURING YOUR MOVE-IN AND STAY AT RIVER PLACE. PLEASE READ ALL OF THE INFORMATION PROVIDED AND LET US KNOW IF YOU HAVE ANY QUESTIONS

YOUR INITIAL'S INDICATE THAT YOU HAVE READ AND UNDERSTAND THIS DOCUMENT

_____/_____
TENANT INITIAL

MOVE-IN PROCEDURES

REGISTER WITH THE BUILDING MANAGEMENT:

| | | |
|--------|-----------------------------------|--------------|
| SOUTH: | 1011 ARLINGTON BLVD. @ FRONT DESK | 703-527-5991 |
| NORTH: | 1121 ARLINGTON BLVD. @ FRONT DESK | 703-527-2530 |
| EAST: | 1021 ARLINGTON BLVD. @ FRONT DESK | 703-276-0025 |
| WEST: | 1111 ARLINGTON BLVD. @ FRONT DESK | 703-527-1728 |

PLEASE BE ADVISED THAT THERE IS A REGISTRATION FEE, THIS FEE WILL VARY FROM BUILDING TO BUILDING. PLEASE CONTACT YOUR BUILDING AT THE NUMBER PROVIDED ABOVE FOR FURTHER INFORMATION. THE BUILDINGS DO NOT ACCEPT CASH. PLEASE CONTACT THE BUILDING FOR THE REGISTRATION AMOUNT AND BRING A PERSONAL CHECK OR MONEY ORDER.

REGISTRATION IS VITAL, AS YOU WILL RECEIVE A RIVERPLACE ID CARD AND ISSUANCE OF THE ENTERTAINMENT CENTER SCAN TAG WHICH WILL PERMIT YOU ACCESS TO THE ENTERTAINMENT CENTER AND SWIMMING POOL. IN THE UNEXPECTED OCCURENCE OF A LOCK-OUT REQUEST, OUR PATROL PERSONNEL WILL NOT HONOR YOUR REQUEST UNLESS YOU HAVE A VALID RIVERPLACE ID CARD. IT IS IMPORTANT TO KEEP YOUR LEASE RENEWED WITH YOU LANDLORD AND TO PROVIDE BUILDING MANAGEMENT A COPY OF THE LEASE RENEWAL, IN ORDER TO RENEW YOUR RIVER PLACE ID CARD AND THE ENTERTAINMENT CENTER SCAN TAG. RENEWALS SHOULD BE DONE ATLEAST 30 DAYS BEFORE THE END DATE OF YOUR LEASE

ELEVATOR USAGE: PLEASE RESERVE THE FREIGHT ELEVATOR PRIOR TO MOVE-IN. CALL THE FRONT DESK OF YOUR BUILDING FOR A RESERVATION. ELEVATORS ARE RESERVED 2-3 HOUR MAXIMUM TIME FRAMES. FURNITURE AND ALL BELONGING MUST BE MOVED THROUGH YOUR BUILDING'S LOADING DOCK LOCATED AT THE REAR ENTRANCE OF EACH BUILDING. **DO NOT CARRY ANY FURNITURE OR LARGE BOXES THROUGH THE LOBBY AREAS.**

CABLE/PHONE/INTERNET HOOKUP:

(BEFORE SETTING UP PLEASE ASK YOUR BUILDING WHICH CABLE PROVIDER THEY USE)

COMCAST: 703-841-7700

VERIZON: 703-954-6222

_____/_____**TENANT INITIAL**

BUILDING FACILITIES

GYM:

THE GYM IS LOCATED IN THE SOUTH BUILDING. ANY RESIDENT NOT LIVING IN THE SOUTH BUILDING CAN ENTER THE GYM THROUGH THE RIGHT OUTSIDE OF THE SOUTH BUILDING.

LAUNDRY FACILITIES:

LAUNDRY ROOMS ARE LOCATED IN EACH BUILDING. THE LOCATIONS ARE AS FOLLOWS:

*SOUTH BUILDING: 1ST FLOOR

*WEST BUILDING: 1ST FLOOR

*NORTH BUILDING: BASEMENT LEVEL

*EAST BUILDING: 3RD FLOOR

To gain access to the laundry room, you must obtain a laundry card when you register. For your safety this code/card is not given out at our rental office as many people receive this handout prior to actually moving in or renting at River Place.

TRASH ROOMS:

Trash rooms are located on each floor of your building. Please put all trash in closed plastic bags and place the bags down the trash chutes. **DO NOT LEAVE TRASH ON THE FLOOR IN THE TRASH ROOMS OR IN THE HALLWAYS. CHECK WITH YOUR BUILDING REGARDING RECYCLING.**

PERSONAL STORAGE:

Storage is not included in your lease or attached to any unit that you lease. You may check with your building for any additional storage you may need. There is generally a charge for storage and you may be asked to provide your own lock. Any storage is made at the tenant's own risk. It is not advisable to store anything of great value

BIKE STORAGE:

There are bike rooms in every building. Please request information from your building management office regarding bike storage. Exit the building through the loading dock with your bike. **DO NOT CARRY YOUR BIKE THROUGH THE LOBBY. IF NECESSARY: USE FREIGHT ELEVATOR.**

_____/_____**TENANT INITIAL**

MAINTENANCE

PLEASE REFER ALL MAINTENANCE ISSUES TO YOUR LANDLORD. YOUR LANDLORD SHOULD PLACE THE MAINTENANCE REQUEST CALL TO YOUR BUILDING WITH THE EXCEPTION OF EMERGENCIES.

YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY MAINTENANCE YOU REQUEST WITHOUT LANDLORD APPROVAL.

IF YOUR LANDLORD IS LANDMARK REALTY OR HOMECO PLEASE REFER ALL YOUR MAINTENANCE ISSUES TO PATRICIA FAIRMAN: PAT@RIVERPLACE.COM

The agents are here to assist you in finding an apartment and throughout the rental process but it is vital to understand that after you rent your unit, all further questions, issues, etc. must be referred to your landlord not the agent in your rental transaction.

If your landlord is Landmark Realty or Homeco: We do not have office hours. We work by appointment. If you need assistance with something, please email Pat Fairman PAT@RIVERPLACE.COM or call to make an appointment beforehand. 703-525-5500

If you have an emergency that requires immediate assistance after office hours or on the weekend, please contact the gate house: [703-525-6321](tel:703-525-6321)

EMERGENCY DEFINED IN THE FOLLOWING MANNER:

- FLOODS
- LOSS OF ELECTRICAL POWER (not including changing of fuses or resetting of circuit breakers)
- GAS LEAKS (Please contact the gas company) 703-750-1400

HEAT AND AIR CONDITIONING

Please be advised that your Heat/AC is controlled by the building, not your landlord. Contact your building to inquire about Heat/AC turn on dates, emergency and repair procedures.

_____/_____**TENANT INITIAL**

TENANT MAINTENANCE RESPONSIBILITIES

TENANTS ARE RESPONSIBLE FOR THE FOLLOWING:

ALL DRAIN CLOGS IE. SINKS, TOILETS, BATHTUB/SHOWER (Do not flush sanitary products)

REPLACEMENT OF ALL LIGHTBULBS

REPLACEMENT OF ALL FUSES

GARBAGE DISPOSAL JAMS (no potato or carrot peels, egg shells, bones, onions & cigarette butts)

REPLACEMENT OF SMOKE DETECTOR BATTERIES

KEEPING UNITS CLEAN AND IN SANITARY CONDITION

CARPET CLEANING THROUGHOUT TENANCY

REPORTING ALL LEAKS AND ALL MAINTENANCE ISSUES

REPORTING AND ERADICATING PEST INFESTATIONS CAUSED BY TENANT

IF YOU ARE RESPONSIBLE FOR BREAKING ANYTHING, YOU ARE ALSO RESPONSIBLE FOR PAYING FOR THE REPAIR

IF YOU FAIL TO REPORT DAMAGE, LEAKS, MAINTENANCE ISSUES- YOU MAY BE FINANCIALLY RESPONSIBLE.

HELPFUL HINTS:

Do not use larger than a 60 watt bulb in any of the lighting fixtures in your unit. Larger wattage can cause your bulbs and fuses to burn out faster and may cause a short in the wiring of the fixture.

Maintenance personnel with lock top and bottom lock whenever they access the unit. Please be sure to carry both keys when leaving your unit. If you change your locks, you are required to provide your building management office and your landlord with a key. Failure to provide new keys will result in tenant being responsible for any damages, if entry to your unit becomes necessary.

_____/_____**TENANT INITIAL**

MAXIMUM OCCUPANCY RULES

STUDIO: TWO OCCUPANTS

ONE BEDROOM: THREE OCCUPANTS

TWO BEDROOMS: FIVE OCCUPANTS

RENTAL PAYMENTS:

RENTAL PAYMENTS ARE DUE AND PAYABLE ON THE FIRST OF EVERY MONTH.

ALTHOUGH YOUR UNIT MAY HAVE BEEN SHOWN OR RENTED THROUGH AN AGENT DOES NOT NECESSARILY CONSTITUTE THAT THEY ARE YOUR LANDLORD.

Please refer to your lease for you landlord's name, address, phone number and or email/address. **PLEASE NOTE YOUR BUILDING AND UNIT NUMBER IN THE MEMO SECTION OF YOUR CHECK WHEN MAKING PAYMENTS.**

MOVE-OUT NOTICES

UPON THE END OF YOUR LEASE TERM IT WILL BE NECESSARY TO ADVISE YOUR LANDLORD IN WRITING, AS TO YOUR INTENT, THIRTY DAYS IN ADVANCE OF THE TERMINATION DATE OF YOUR LEASE.

If you plan to stay, you must sign a renewal lease. If you plan to vacate, you must provide the landlord a 30 day written notice of the day you plan to move as well as your forwarding address. Your landlord has the right to show your unit to prospective tenants during the last month of your lease term. Please contact your landlord and discuss the time frames your unit will be viewed. If you do not provide a particular time frame, we will show your unit between the hours of 9:30am and 3:00pm. Please make sure that your unit is clean and in showing condition.

_____/_____**TENANT INITIAL**

RENTER'S INSURANCE

We require a renter's insurance policy with your lease. You are to provide a printable copy of your renter's insurance policy either by hard copy or attached in an email to your landlord. Tenant shall provide their renter's insurance policy before we issue the keys for your move-in.

The insurance policy must list your landlord as A PARTY OF INTEREST.

We require at least \$100,000 in liability coverage.

Renter's insurance can be purchased for as low as \$120.00 for the entire year. In some cases, the annual premium can be lower or higher depending on the insurance company that you use and the policy that you purchase.

Renter's Insurance is provided by numerous companies such as: State Farm, Travelers, Allstate, Esurance, Etc.

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