



## **Tenant Handbook**

### **Casey Realty Corporation**

4370 S. Tamiami Trail, Suite 102

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[info@caseymanagement.com](mailto:info@caseymanagement.com)

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

Please keep this handbook in a safe place for future reference

## Welcome to Casey Realty Corporation

We are pleased to have you as a tenant and we look forward to providing you with exceptional property management. This handbook is to be used as a reference tool, along with being apart of your rental agreement, you will find the handbook contains helpful information that will make your tenancy an easy transition. Your tenant responsibilities to us and the home will be outlined along with procedures on rent, emergencies, and how we can better serve you.

**Please make sure you read the full handbook and sign the last page of the handbook and return signed page to your Property Manager either by mail, fax, email or in person at our office location.**

Office hours: Monday-Friday  
9:00am – 5:00pm

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## **When you First Move-In**

### **Locating important safety shut offs:**

- Take a moment and look for the main water shut off valve
- Locate the breaker box- take note on what each breaker is for
- Locating these items might help prevent additional damage in the future or prevent a maintenance call.

## **Rules and Regulations**

### **Friendly reminder that this tenant handbook is part of your rental agreement**

### **Taking care of the Home:**

- Please care for and respect this home as if it was your own
- You are responsible for the yard (unless stated in lease)
- Pool care (unless stated in lease)
- Home is to be maintained in a clean manner at all times

### **Rental Payments:**

- All rent is due on the 1st of each month
- You can pay online, or in person or by mail (as long as received prior to the 1st)
- All payments are due in the form of credit card, checking account, money order, cashier's check.
- Be sure if you drop off or mail rental payment you write your property address on it.
- Rent not paid by the 1st will be assisted a late fee and be in danger of any other late fees associated with the late payment.
- If rent is not received by the 5th you will receive a late notice giving you a time frame to pay or vacate as the eviction process will begin

### **Rental Payments (Continued):**

- Please communicate with your property manager; they can not accept any partial payments including the late fees. All monies are to be paid to clear the account balance each month.
- There are no exceptions as we practice fair housing rules and regulations.
- NSF Checks you will be assessed a late fee as well as a NSF fee and full amount will need to be paid in a cashier's check or money order from the remainder of the lease

### **60 Day Written Notice:**

- Written notice is required even if you intend to vacate at the end of your current lease term.
- Any changes in move out date need to be submitted in writing to assure we can accommodate your request

### **Key & Locks:**

- If you are locked out during non-business hours please call a lock smith, it will be your responsibility to pay for this service
- Any alterations or replacement of locks, you will need written permission as well as provide appropriate copies of any keys. If not adhered to Casey Corporation reserves the right to relock the locks in question at any point and time without prior notice.
- If a mailbox key needed you can obtain one from your local post office, companied by a current copy of your rental agreement.

### **Trash & Recycling:**

- Trash and recyclable materials must be placed in appropriate containers
- Tenants are required to make arrangements to have trash picked up weekly
- Containers are to stored out of view from the from of the home
- Containers are not to be out the storage area except on pick up days
- Recycling items must be properly contained and discreetly stored

**Condominium/Homeowner Associations:**

- Tenant must abide by all Association rules
- Lease is subject to approval by Association
- If any notifications or violations of the rules & regulations will need to be rectified/paid immediately and will be the tenants responsibility to if deemed the cause was by the tenant

**Noise Disturbances and Nuisance:**

- Tenants and guests are expected to conduct themselves in civilized, non-offensive or disturbance of any neighbors or anyone passing by.
- Activity causing extreme or excessive noise, traffic or disturbance of any kind may cause a notice to remedy or eviction.

**Move-In Condition:**

- Casey Realty Corporation makes every effort to see that all items are in good working condition and a clean environment prior to move in
- Please fill out move-in form within business days of move in to protect you and the owner, if not received within business days the property manager's move-in form will hold as the move-in condition of the home and any damages not on the form you could be held liable at the end of your lease. The move-in form is not a maintenance request.
- Maintenance requests should be filled out online under maintenance requests.

**Move Out Condition:**

- 60 Day written notice must be given prior to moving out
- Clean all interior and exterior
- Dispose of all garbage and trash or debris around the home
- Lock all windows and doors
- Return all garage door, gate keys, and keys to office or Property Manager
- Carpets must be professional cleaned
- Yard should be mowed all shrubs, and weeding should be done prior

### **Periodic Property Inspections:**

- Casey Realty Corporation does do quarterly, bi-yearly inspections depending on the owners' requests. You will be notified of scheduled date and time of the inspection.
- You can reschedule your inspection once, should you need to re-schedule for a third time Casey Realty Corporation will notify you of the date and time that they will be entering the property with or without you present and should there be an animal on the premises, proper actions to be taken so one is harmed.
- Should there be any violations found you will be sent a formal letter requesting you to rectify the issue immediately and a second inspection will be schedule to verify such items.
- Failure to rectify any violations could be considered a breach of your rental agreement and grounds for termination.

### **Guests:**

- Guests may occupy the premises without prior written consent if the stay is limited to 72 hours
- Persons listed on rental agreement have permission to occupy premises at all times
- Tenants are responsible for the behavior of their guests
- All portions of this Handbook apply to your guests as well

### **Emergencies:**

- Emergency exists when danger is present or property damage has occurred or about to occur. I.E. Fire, Flood, Electrical issues.
- To report an emergency please call 941-922-3391
- Please call 911 first if there is a life threatening emergency
- If there is a major water leak please turn off the main water supply
- If your AC is out please check your breakers, if your AC goes out please fill out a request, we realize this is a inconvenience and we will do our very best to get someone out to fix the AC as soon as possible.

### **Insurance:**

- We always strongly suggest you have renters insurance, to protect your items placed in the home, Casey Realty Corporation nor the Owner will not be held liable for any or your personal items inside and outside including any damage done to vehicles parked in driveways or parking lots.

# Maintenance & Repairs

## Maintenance Requests:

- All maintenance requests are to be received in writing, via through the website [www.sarasotaspropertymanager.com](http://www.sarasotaspropertymanager.com) or hand written request turned into the office.

## Unauthorized Repairs:

- Unauthorized repairs are not permitted and you will be held accountable for any damages, or payment due to any unauthorized repair

## Heating & AC:

- We recommend that the AC filters be cleaned once a month, failure to do so could result in AC issues which the tenant will be responsible for any maintenance fees or damages.

## Plumbing:

- Please make sure there are no excessive toiletries or non-flushable items are not put down the toilet.
- Sanitary products, diapers, diaper wipes, cotton swabs, coffee grounds, cooking fats or oils are not to be flushed down any toilet or otherwise deposited into the home sewer (or sinks).
- The tenant will be held responsible for maintenance should any items be deemed the tenants doing for clogs or back ups in the sewer system.

## Garbage Disposal:

- Please do not dispose of bones, celery, onion skins, greasy items, pasta, rice or other similar materials.
- If the motor does buzz turn the switch off as there maybe something under the blade jamming it
- If the disposal stops working please look for the reset button located on the garbage disposal.





By signing the below all parties are in agreement that they have read the Casey Realty Corporation Tenant Handbook and viewed the tenant presentation and agree upon the contents listed in the Handbook and will adhere to them.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please turn this signature page in to your Property Manager at the time you sign your lease.





Casey Realty Corporation welcomes you to your new home. We are looking forward to having you as a tenant and want to make sure your experience with us is a pleasant experience.

Our goal is to provide you with superior Property Management services, should you have any questions please contact us at [info@caseymanagement.com](mailto:info@caseymanagement.com)

We look forward to having you as a tenant and hope your rental experience with us is a long pleasant one.

Thank you

Casey Realty Corporation Team