

# Bellevue Real Estate

## New Tenant Guide to Leasing

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Office Hours:

9:00 AM — 5:00 PM

Saturday & Sunday By Appointment



Dear Tenants,

We would like to welcome you to your new home. We sincerely hope that your move with us will be the beginning of a long and enjoyable stay.

We urge that you read the following information. As a tenant, you may have questions as to what is expected of you, and what you may expect of us at Bellevue Real Estate. The information contained herein is presented to avoid misunderstandings which sometimes arise in leased apartments/homes.

If you have any questions about items not covered here, please feel free to contact us at any time.

Sincerely,

Bellevue Real Estate

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## Moving in

At the time you lease the home, a copy of an inspection sheet will be given to you. You should inspect the property, sign and date it, and return it to Bellevue Real Estate.



When you vacate the property, the inspection sheet will be used to clear you. Any damage which is not listed on the original inspection sheet will be charged to you. Thus, it is to your advantage to have the inspection sheet completed accurately.

If you choose not to return the inspection sheet, any and all damage to the unit is assumed to be your responsibility and obligation to repair. Monies for same will be subtracted from your security deposit upon its return.

## During Your Occupancy

The number of tenants agreed upon at lease signing is the maximum number of tenants allowed. It is a violation of the lease to move in additional people without the consent of the management company. Please notify us for permission BEFORE you attempt to change the occupancy. Out of town guests are allowed for specific short term stays with proper notification to Bellevue Real Estate.

We realize that you do not own the unit that you live in but we do expect that you will treat it as such while you reside there. It is your responsibility to maintain the property in good and reasonable condition, both inside and out.

In the event glass replacement or screen repairs are needed, such repairs are at your expense.

We WILL NOT replace glass should the screen/storm door be caught by the wind and be damaged or broken.

Please use common sense familiarizing yourself with where water shut offs are, as well as the filter size for your furnace, also where your fuse box or circuit breaker box is and how to fix a blown fuse or reset a circuit breaker.

You will be financially responsible for breakage, loss, destruction and miscellaneous damages to the property beyond fair wear and tear. If you reside in a single family house this includes damage to the outside water faucets and pipes caused by leaving the hose connected to the faucet during freezing weather.

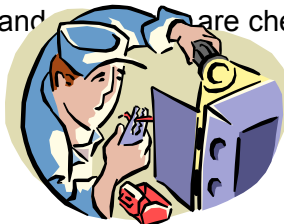
Do not paint or add anything to the property that may not be readily removed without resulting in damage, without prior permission from Bellevue Real Estate.



Also, **DO NOT CHANGE THE LOCKS!!** Most properties have a master system and must be keyed to that if changed. If you have problems, contact the office but do not change the locks on your own as you will be charged for it.

Due to the high cost of labor, any minor repair of less than \$10.00 is your responsibility. We are responsible for major repairs, such as hot water tank replacement, repairs to the heating system, or electrical service in excess of a \$10.00 charge.

Although no repairs other than those of an emergency nature will be made after normal working hours, weekends and holidays, you should still call the office to report it. Calls are taken after hours and are checked frequently.



In the event of plumbing or electrical problems requiring professional services, this office should be contacted so that arrangements for repair can be made with the appropriate firm. **DO NOT call repair companies yourself! Any calls for repairs without our approval will be at your expense.**

## Insurance

The owner of your rental unit carries insurance on the building. You are responsible for insuring your personal property as well as insuring yourself for any personal liability losses. There is an inexpensive package policy available to you. You are required by the lease agreement to carry a minimum of \$50,000.00 in liability insurance. See your insurance agent for details

## You Are Responsible For Normal Home Maintenance Which Includes The Following:



1. replace burned out light bulbs.
2. if you have a fuse box, replace fuses with proper size.

3. **BECAREFUL WITH PLUMBING!** You are responsible for unstop water closets, traps and interior water lines when professional assistance is required. Tenants will pay plumbing bills in cases of hair & food clogs as well as other clogs caused by tenant. (this includes commodes, sinks, and garbage disposals, except main drains where tree roots may have accumulated.) Also **MAKE SURE** toilets do not run excessively.. Call the office if they do. Water is a **HUGE** expense and it is your duty to use it responsibly.



4. Clean shower heads and sink drains monthly.  
(Baking soda & vinegar works well.)
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Inspect, tighten, and replace bolts, screens and other fastening devices of a non-specialized nature.



Change and replace filters for furnace and central air units every 30 days, and prior to vacating the property - this helps to maintain your unit in good working order. If the heating system is damaged by your failure to change filters, the expense is yours.

7. If you reside in a free-standing home, keep gutters and downspouts clean so they can carry water away from the foundation. The grade around the foundation is very important to a dry basement. This grade should be free of holes and depressions that can hold water, and the eight feet should drain away from the foundation. Gutter wells seldom cause problems, unless a downspout is stopped up and the gutter allowed to run over directly into the well.



8. We are not a locksmith. If you are locked out, we would be happy to assist you if we are available. If we are unavailable or it is after hours, you need to call a locksmith. (Enterprise & Pop a Lock are good ones!)



### Leasing Provisions

All leases are contracts for a specific period of time and contain a military/civilian transfer clause. This clause DOES NOT apply to Base Housing. Civilian personnel working for state or nation wide companies, who are subject to transfer, are entitled to the same transfer privilege upon presentation of a letter from their employer.

Thirty (30) day written notice is ALWAYS under all circumstances required. You will be given a written notification form to sign when you are ready to give notice. You will also be given a ‘Standard of Cleanliness’ form at this time. It is a guide to preparing your unit for final inspection by the landlord. This guide is available at any time during your tenancy upon request.



Your lease does include a sublet clause. This allows you to transfer your lease obligation when the unit is re-rented. In the event that you choose to exercise the sublet clause, remember that you are liable for the payment of rent and utilities as stipulated in the lease until the property has been re-rented. A new tenant must apply at the rental office and qualify for the property as you did. A charge is assessed for subletting a unit. This amount is 1/2 of the current months rent. In addition, you will be charged for any

damages caused as a result of your tenancy. Failure to comply with the provisions of your lease, or to pay rent on time will be grounds for cancellation of the lease and cause for eviction.

## Security Damage Deposit (SDD)

A security damage deposit is made for the purpose and intent that you will maintain the property during your occupancy. These monies may NOT be used to pay rent. Also, any damages caused by you must be repaired and paid for at the completion of the lease. If you leave the property in the condition in which it was when you moved in, your SDD will be refunded within 14 days.





Check out upon demand and designation of forwarding address. If cleaning or repairs must be completed, you will be notified and given a written, itemized list of items made. Please do not expect an immediate return of SDD to use for travel expenses or moving



Remember, if you fail to return the inspection sheet, any and all damage to the unit is assumed to be your responsibility and obligation, and will be subtracted from your SDD upon its return.

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We treat you as a tenant, but we know that you want to own a home of your own or even rent. Our ultimate goal is help you make that happen! We are a full service Real Estate Company . We are members of the Multiple Listing Service which means we have access to and can show you ANY house that is listed by ANY company.

We can help answer any questions you have about down payments, mortgages and qualifying for a loan. We hate to lose good tenants, but we love to help people find not just great houses but great homes.

**LET US KNOW IF WE CAN HELP!**

Again, if you have any questions now or in the future,  
please feel free to contact us at  
292-3311





# Bellevue Real Estate

## Residential Real Estate Professionals

We Are Family Owned! - You get that Personal Service you need and deserve.

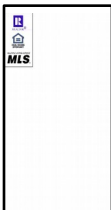
We List and Sell Real Estate! - Including Pre-Existing and New Construction

We do Property Management! - We manage a large number of apartments, town homes and houses throughout Bellevue and the surrounding area.

We have been in business 20+ years! We have the experience to help with any of your housing needs.

ALL KINDS OF HOMES FOR ALL KINDS OF

PEOPLE IN BELLEVUE AND BEYOND!!!



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