

The apartment is one of 14 residential units in a building located at 260 Washington Avenue, Albany NY 12210, one block from Washington Park, an Albany landmark.

The landlord is Packard Apartments LLC. The building is managed by an affiliate of the landlord, Green Sheds LLC, that also serves as the leasing agent.

The landlord does not provide parking for Tenants. An affiliate of the landlord owns a parking lot that has spaces for Tenants. Contact ginab@sandersarchitects.com to make arrangements for payment, a space and access instructions.

A. Communications and Rent Payments

- i. Communications with the property manager/leasing agent/landlord and tenants are handled through an app called Buildium and related website. <https://albanypackardapartments.managebuilding.com>
- ii. Tenants must request repairs and maintenance through the app. Tenants will receive notices from the property manager, information about lease renewals or non-renewals, move-outs instructions and other information relevant to their rental arrangement through the app.
- iii. Tenants receive instructions for access to Buildium as part of the leasing process.
- iv. Instructions relating to rent payments and statements relating to Tenants' accounts are provided through Buildium.

B. Access to Building

- i. Tenants and permitted occupants receive a key fob that opens the front and back doors of the building.
- ii. Tenants receive one key fob upon taking possession of the apartment. Replacement of each key fob incurs a fee of \$100. Tenants may request additional key fobs from Landlord, which shall be issued, in Landlord's sole discretion and upon payment of \$100 by Tenant to Landlord for each key fob.
- iii. Tenants may also unlock the front door from any location with an internet connection by using an app on a mobile device. Tenants' guests and delivery people may call to announce their arrival using the intercom at the front door of the building
- iv. The app is called Comelit and it is available through both iOS or Android mobile devices. To activate the app, Tenants receive an email from "Comelit Group SA." Instructions on how to use the app may be found here: <https://www.youtube.com/watch?v=MZ6dIS4vLoo>

C. Access to Apartment

- i. Each Tenant receives a key that opens their apartment door and dead bolt. A lockbox on the wall next to each apartment door contains an additional key, which should always be returned to the lockbox immediately after use.
- ii. If a Tenant locks themselves out of their apartment, they must call a locksmith at their own expense to regain access into their apartments.
- iii. Replacement of each apartment key shall result in the obligation of Tenant to pay Landlord a fee of \$100 for each such replacement.

D. Pets

- i. Tenant is allowed to have up to two (2) pets in the apartment, with permitted animals being cats, dogs, or rabbits (hereinafter referred to as the "Pet"), with no other types of animals being allowed in the apartment or in common areas. Tenants shall be required to pay a fee of \$50 per month per pet, contemporaneously with the payment of rent.
- ii. Tenant is responsible for all damage that any Pet may cause, including what may otherwise appear to be ordinary wear and tear in the absence of the presence of an animal. In the event of any damage, Tenant agrees to restore the damaged property to its original condition at their sole expense, or shall pay the Landlord's cost of repairs if the Landlord, in its sole discretion, Landlord makes any such repairs.

E. Move in procedures

- i. Tenant and the leasing agent will make arrangements for transfer of keys and login information for the app for building access. The Tenant will receive a link to the app via email.
- ii. Tenant and property manager will undertake a preliminary inspection of the apartment and Tenant will receive the move-in checklist.
- iii. Within 3 days after move-in, Tenant and the property manager will conduct a walk-through the apartment and complete the Move-In Checklist, identifying items that might require repair, maintenance or replacement, and upload images to a location designated by the property manager.
- iv. Any items requiring repair or maintenance will be documented and the property manager will issue a work order through Buildium.
- v. Items requiring replacement or missing from the apartment will be documented in the Move-In Checklist.

F. Move out procedures

- i. Tenant will notify the property manager of Tenant's intent to vacate the apartment at least 60 days prior to the end of the lease term.
- ii. Tenant and the property manager will make arrangements for turnover of the keys.
- iii. Tenant shall provide the property manager with a forwarding address.
- iv. At least 10 days prior to move-out, Tenant and the property manager will inspect the apartment. Tenant will complete the move-out checklist, identifying items that might require repair or replacement and uploading images to a location designated by the property manager.
- v. At the request of Tenant after the apartment is vacated, Tenant and the property manager will conduct a walk-through the apartment and identify any items requiring repair or replacement.
- vi. After the apartment is vacated, the property manager shall provide an itemized list of items requiring repair, replacement or other adjustment and an estimate of the costs that may be charged against Tenant's security deposit or involve additional payments due to Landlord. If there are no such costs, the property manager shall arrange for the prompt return of the security deposit to Tenant.