



TENANT HANDBOOK

ATLANTA AREA PROPERTY MANAGEMENT INC
ATLANTA MARIETTA INC,
MANAGE MY SECTION 8 INC

December 2023

WELCOME MESSAGE

Atlanta Marietta Inc has been hired by the owner to manage your property. As a condition of your lease, your first and only contact will be with us for any assistance you may require concerning the property.

General Office Information

Mailing Address:	404 Powers Ferry Rd, Marietta, GA 30067
Office Phone:	404-692-3543
Email Address:	CS@AtlantaMarietta.com
Office Hours:	By appointment only
Tenant Portal:	www.AtlantaAreaPropertyManagement.com “Tenant” in the upper menu

Welcome letter, Lease Signing, and Utilities

Prior to move in, you will receive a welcome letter with details regarding payments and utilities. Your initial payments should be made in accordance with the letter and at the move-in, you are required to submit the remaining funds. In addition, you will need to start your utilities because service will be terminated on our side and you may be without service when you move in.

Always check your lease for specifics as the lease is the written contract that will govern your tenancy. This tenant handbook is a guide.

Move-In

We have made every effort to have your home in clean and good condition for your arrival. Please note that newly remodeled and updated homes may require additional repairs that we missed.

A few days before your move-in, we have the home professionally cleaned. Just as a reminder: every person’s standard of “clean” is different and we will not re-clean the property just because it does not fit your standard.

In addition, after cleaning, we have a professional, detailed move-in inspection of the home performed and documented. You will receive a copy of this report before move-in and you are required to acknowledge you received it with your electronic signature. You will not be permitted to move-in until it is signed.

You must make arrangements with our office to either pick up the keys or meet a staff member at the property. At this time, the remaining funds will be due in the form of a bank check or money order. If payment is not made or the inspection report has not been signed by all tenants, you will not receive the keys - and no reimbursements of any kind will be made, abated, or waived.

The inspection report will be used when we conduct the move-out inspection when you terminate the lease and vacate the property. Its purpose is to document any and all damage to the property that you do not want to be financially responsible for that existed prior to your move-in.

Rent Payments

Your rent is due on the first day of each month and is late if received on the 2nd or later. If we receive your rent on the 2nd day of the month, you must include your late fee as outlined in your lease. Rent is considered paid when we receive it, not when you mail it or when your bank authorizes payment.

Make payments at your portal. If you drop off or mail payments to our office, you will be charged a processing fee. Make sure you include this with your payment.

Late Rent: It is in your best interest to notify us if your rent will be late. We do not waive late charges so make sure you include the full amount when your rent is paid, or your rent will continue to be considered late. One of our staff members will discuss with you the reason the rent is late and when we can expect payment from you.

Regardless of the payment arrangements made, on the 2nd day of the month if your rent has not been received, you will be sent a demand letter. This letter notifies you that we have not received your rent and notice is being given that we will begin dispossession action on the 5th.

If you agreed to pay your rent after the 5th day of the month, you will still receive the demand notice. We may choose to hold filing the dispossession warrant until after your agreed-upon payment date. If we do not receive your payment on the agreed-to date, we will immediately file a dispossession warrant with the County Magistrate Court. Fees as outlined in your lease or other fees that may be incurred at the time of filing will apply. The county Marshall will serve the dispossession warrant at your property but if you are not present, the Marshall will attach the warrant to your door and a copy will be mailed to you. The date for appearance in court will be included.

We do not take pleasure in evicting anyone from their property, however; it is our duty to the owner to protect their property and their investment.

Tenant Benefits Package

This applies only if you are participating in the Tenant Benefits Package. Only Section 8 Housing tenants are exempt. As our tenant, you are automatically enrolled when you sign our lease. You may not opt out and features include:

- Utility Assistance Program
- Quarterly HVAC Filter Delivery
- Online Portal
- Multiple Payment Options
- Recurring ACH Payments
- Credit Reporting
- Renters Insurance
- Pest Control
- Buyers Assistance
- 1M identity Theft Protection
- Pinata Renters Rewards Program
- Home Buying Assistance
- Vetted Vendors
- Features may be added or removed

Failure to pay the monthly fee will result in a breach of your lease, additional rent, late charges, and immediate cessation of the Tenant Benefits Package and may result in dispossession action. Features may be added or removed without notice.

Maintenance

When you move into your property, take the time to locate or know where the following may be found. If we fail to show you, it is your responsibility to ask our staff.

- Main circuit breaker box and GFCI outlets
- Electric and/or gas meters and write down the meter numbers
- Main water shut off valve and how to access
- Method of cleaning the oven

Tenant Maintenance Responsibilities

It is your responsibility to report problems immediately. A request on your portal is the preferred method. Texts or voice message left will take longer to process. The owner is responsible for maintaining the residence in compliance with the county housing codes but there are items that are your responsibility. Please refer to your lease concerning these items:

- Smoke alarm and CO battery replacement and regular testing
- HVAC filter replacement
- Light bulb replacement with correct wattage and light bulb style
- Professional carpet cleaning and spot removal
- Reporting all repair issues promptly
- Pest and rodent control
- Landscape maintenance, weed control, and cleanup
- Landscape watering—unless restricted by local or state ordinances
- Reporting malfunctioning systems
- Proper disposal of all garbage and waste and toxic waste
- Clean up of the fireplace and proper disposal of the ashes

Plumbing problems: The only items safe to put down the drains of the property are human waste and toilet paper. Everything else is prohibited. If our plumber retrieves anything other than the allowed waste in the plumbing, you will be responsible for the cost of the full amount.

We are responsible to repair the plumbing systems when they wear out or break in the course of normal use, such as tank valves and faucet rubber gaskets. If the plumber determines that you have been negligent, you will be responsible for the cost of the repair. The resulting plumbing bill will be paid by you as additional rent with your next rent payment.

Garbage Disposals: Please be careful with your garbage disposal if you have one. You will be charged if we unblock a garbage disposal and find any foreign object, including but not limited to bones, banana peels, corn husks, pasta, cornmeal, stringy vegetables, “twister” seals, screws, nails, flower clippings, toys, coins, grease, shellfish shells, celery, onion skins, potato peels, rice, meat fats, artichokes, bottle caps, eating utensils, rubber bands, string, popcorn kernels, coffee grounds, glass, fruit pits, washcloths, or sponges. If you can’t chew it, don’t put it in the garbage disposal.

Reporting/Requesting Maintenance

Before calling, determine if the issue is an emergency.

Emergencies: An emergency is a life-threatening situation such as fire, flood and/or uncontrollable water, electrical problem, gas leaks, etc.

- Emergencies that cause immediate danger or a life-threatening situation, call 911 then call us
- Emergencies involving gas or electric, first call that utility company, second call 911 if necessary, and then call us
- Call us if there is a situation that cause flooding, backed up plumbing, tree damage

An emergency is not a malfunctioning heater, air conditioner, refrigerator, dishwasher, etc, but we do treat these issues as important and will schedule a repair person as soon as possible.

Non-Emergency Repairs: Maintenance requests should be made through the portal. It ensures that we receive the details of your repair. Text and voice messages will take longer to process.

We never enter your home without an appointment. You or someone over 18 must be available. If you don’t hear from us within 48 hours, please call our office.

Preventative Cleaning Tips

- Do not allow grease to build up in kitchen; regularly wipe down walls behind the stove
- Avoid mildew and mold by venting rooms and bathrooms properly
- Clean bathroom tile and other surfaces regularly with bleach
- Mop tile, wood and vinyl regularly with hot water; do not use soap products
- Vacuum all flooring regularly and carpets cleaned annually
- Always pick up debris and pet feces
- Dust baseboards, blinds and other surfaces frequently

Safety Tips

- Unplug kitchen appliances when not in use
- Never leave a stove or oven unattended
- Do not leave running water unattended
- Do not operate electrical appliances while standing or sitting in water
- Do not use dryers, curling irons, TVs, radios, or other appliances near water
- Use child protector plugs and cabinet catches
- Do not use extension cords
- Test smoke alarms regularly and replace batteries annually
- Keep a portable fire extinguisher in the kitchen and garage
- Use precaution with BBQs and grills and always attend these
- Properly dispose of BBQ ashes
- Do not store firewood against the wall of the home
- Use precaution with firewood ashes
- Do not build roaring fires in the fireplace and no fire pits

When Away for Extended Periods

If you leave your home for an extended period of time, make sure you have a family member or friend check the interior to be sure there are no leaks or damage. Contact us and leave emergency contact names and numbers just in case we need to contact someone.

Before leaving, unplug appliances, lower thermostats in the winter and do not turn the heat off, raise thermostats in the summer but do not turn the A/C off, turn off the water main, and make sure all windows and doors are locked. If you have an alarm system, make sure someone is available in the event it goes off or there is an actual break-in. Last, make sure you have accommodations for your pets – never leave them alone in the home.

Your security deposit refund

When you follow the move-out procedures and leave the property in good condition, it simplifies the task of refunding your security deposit. We want you to get as much of your security deposit as possible so make sure you leave the home in at least the same condition that you received it.

Georgia Landlord/Tenant law: We comply with Georgia Landlord/Tenant Law.

- The Security Deposit shall be returned to Tenant by Landlord within 30 days after the termination of the Lease or the surrender of Premises by Tenant, whichever occurs last (hereinafter “Due Date”).
- Landlord shall have the right to deduct from the Security Deposit: (1) the cost of repairing any damage to Premises or Property caused by the negligence, carelessness, accident or abuse of Tenant, Tenant’s household or their invitees, licensees and guests; (2) unpaid rent, utility charges or pet fees; (3) cleaning costs if Premises is left unclean; (4) the cost to remove and dispose of any personal property; and/or (5) late fees and any other unpaid fees and charges.
- Landlord shall provide Tenant with a statement listing the exact reasons for the retention of the Security Deposit or for any deductions there from. If the reason for the retention is based upon damage to Premises, such damages shall be specifically listed in the statement. The statement shall be prepared within three business days after the termination of occupancy. If Tenant terminates occupancy without notifying the Landlord, Landlord may make a final inspection within a reasonable time after discovering the termination of occupancy. Tenant shall have the right to inspect Premises within five business days after the termination of occupancy in order to ascertain the accuracy of the Move-Out Statement. If Tenant agrees with the Move-Out Statement, Tenant shall sign the same. If Tenant refuses to sign the Move-Out Statement, Tenant shall specify in writing, the items on the Move-Out Statement with which Tenant disagrees within 3 (three) business days.
- For all purposes herein, a business day shall not include Saturday, Sunday or federal and state holidays.
- Landlord shall deliver the Move-Out Statement, along with balance, if any, of the Security Deposit, before the Due Date. The Move-Out Statement shall either be delivered personally to Tenant or mailed to the last known address of Tenant via first class mail. If the letter containing the payment is returned to Landlord undelivered and if Landlord is unable to locate Tenant after a reasonable effort, the payment shall become the property of Landlord 90 days after the date the payment was mailed.
- Our goal is that your time as a Tenant with us is an experience that will meet or surpass your expectations. We hope that this Tenant Handbook is informative and useful during your tenancy. Should you have any questions or need our assistance at any time that you will contact our office. Also, be sure to check the online version as it will be more updated.

Move-Out

Regular terminations occurs when your lease expires on the Lease End date anniversary. Termination at any other time is considered early termination and you will need to check your lease for fees and buyout options.

Giving Notice to Vacate: Your lease requires a 60-day written notice to vacate in either email form or a letter – no text messages or phone calls will be considered notice under any circumstances. Once we receive your notice, we will initiate the showing process. Your lease requires you to allow showings and you must maintain the home in show condition. We understand that you may be boxing your personal belongings but please keep them neat.

Property Showings During Notice Period: We will be scheduling showings during your notice period. We will provide 24 hours notice and expect the home to be in a clean and neat condition. We will install a lockbox placed on the door and only a licensed agent will show your home. Do not permit anyone who does not have an appointment inside your home. Refer them to our office.

Move-Out Inspection: When you are near your termination date, contact us to confirm your move-out. Check your lease or move-in document for a comprehensive list of activities required to get the maximum security deposit refund. We will only perform move-out inspection once the property is completely vacant. If you are not ready by the termination date, you will be charged daily rent plus holdover fees. We will mail a Security Deposit Reconciliation report listing damages, if any, and your security deposit balance. Don't forget to provide us with your forwarding address.

Turning in Keys: You may leave the keys in the property when you move out. Also make sure you leave garage remotes, HOA cards, fobs, and keys, and any other accesses or you will be charged for the replacements.

Move-Out Cleaning Requirements:

You are expected to have the rental property ready to re-rent. The Property MUST be cleaned and left in at least the SAME condition (normal wear and tear accepted) as when received. Charges for damages will be assessed and costs to cure will be deducted from your security deposit.

The Security Deposit Reconciliation will be prepared within 3 banking days after the Lease has terminated. Damages and cleaning that exceed the Security Deposit must be paid promptly or we will submit your account to our Collections Agency.

If you terminate occupancy without notifying the Landlord, the Landlord may make a final inspection within a reasonable time after discovering the termination of occupancy.

General Cleaning

- Wipe doors and walls; remove marks
- Dispose of all trash from the premises. Do not leave it piled at the end of the driveway, porch, decks, or yard – you will be charged if we have to remove it
- Test smoke alarms; replace batteries if they are not working; replace alarms that you removed
- Vacuum HVAC vents and registers - Vacuum ALL the vents
- Clean out fireplace of wood and ashes, wipe mantles and clean up any smoke off the outside
- Dispose of any unused wood from the premises; do not leave any fireplace wood
- Replace missing, broken, burned out light bulbs with appropriate wattage and type of bulb
- Remove picture hangers and fill holes, touch up with matching paint. If none is available on the premises, you will be responsible for obtaining matched color at Home Depot
- Remove tape and stickers being careful not to damage sheetrock
- Clean light fixtures, dust ceiling fans, globes, blades, and ceiling area around fixture
- Clean windows, window sills, blinds, window treatments and drapery
- Vacuum carpets and have carpets professionally cleaned, mop hardwood floors with hot water – do not use soap of any kind on floors
- Dust off walls, baseboards, door handles, and above the doors
- Clean chair rails, banisters, and built-in units, closets/pantry shelves

Bathrooms

- Clean tub and/or shower, sink, countertops, shower head, and all faucets
- Remove all mold, mildew and soap scum with non-abrasive cleaners and spray bleach bathroom cleaner
- Clean tub/shower doors removing all soap scum (glass should not be cloudy), shower rings
- Clean toilet bowls and lids thoroughly. Remove any product that colors toilet water, clean toilet tank and around the base of the toilet
- Clean medicine cabinets, mirrors, and shelves, floors, baseboards, and grout (if ceramic tile is installed)

Laundry Room/Area

- Wipe the washer/dryer (if Landlord's), knobs, lint filters, lint exhaust, inside drums
- Vacuum all dust from behind the units, clean the water spigot area
- Clean shelving and cabinets, throw away laundry product

Kitchen

- Clean out all food from cabinets, pantry, freezer, and refrigerator (do not turn off refrigerator)
- Thoroughly clean all appliances removing all food debris, spillage and stains
- Clean oven, racks, oven door, drip pans, rings (replace if necessary), knobs, burners, panel, glass tops (no abrasives), bottom drawer of oven. Remove all grease. Make sure no oven cleaner residue is left
- Carefully remove any stickers/tape you may have put on the outside of any appliance
- Clean inside drawers and cabinets, wipe down cabinets and cabinet doors and knobs
- Pull refrigerator away from wall and clean floor beneath and the wall behind it (be extremely careful not to damage floor, clean the front grill at the bottom. Wipe off top of refrigerator)
- Clean sink, faucet and wipe drain pipes under sink as well as the under-sink shelf
- Mop kitchen floor and clean grout on ceramic floors

Note: any appliance parts that are broken or damaged, such as racks, drawers, shelves, etc. are expensive and must be ordered. You will be charged.

Exterior

- Clean decks, patios, porches, and steps
- Dust off exterior doors and light fixtures; remove cobwebs; Replace burned out light bulbs
- Mow lawn, cut bushes to below windows, and edge lawn (if Tenant is responsible for lawn care)
- All trash is to be completely removed from the Premises. No trash may be left at the curb.

Our goal is that your time as a Tenant with us is an experience that will meet or surpass your expectations. We hope that this Tenant Handbook is informative and useful during your tenancy. Should you have any questions or need our assistance at any time that you will contact our office. Also, be sure to check the online version as it will be more updated.

Welcome To Your New Home!